

St. Louise de Marillac School

Parent/Student Handbook

Welcome to the St. Louise de Marillac School Parent Student Handbook. It provides essential information about the policies and procedures that the school expects parents and students to understand and follow. By reading the Handbook and signing the Acknowledgment parents and students agree to be bound by the school's Code of Conduct and all other school policies and procedures. You can print out a copy of the Handbook if you wish, but the binding document is the one that is online. The school reserves the right to amend the Parent Student Handbook at any time. Parents/guardians will be notified of any amendments and will be asked to sign an acknowledgment of receipt.

CHAPTER 1 – INTRODUCTION TO HANDBOOK

The St. Louise de Marillac School Handbook outlines the policies and procedures of the school and guides daily operations. Sections of this Parent-Student Handbook are particular to St. Louise de Marillac School while other sections are policies and procedures of the Archdiocese of Los Angeles Department of Catholic Schools.

CHAPTER 2 – GENERAL INFORMATION

Section 2-01- Mission Statement and Philosophy

MISSION STATEMENT

The mission of St. Louise de Marillac School is to challenge every student to reach their highest academic potential and to cultivate lasting values in partnership with Parent as we grow together in spirit and faith.

PHILOSOPHY

St. Louise de Marillac School shares in the mission of the church to proclaim the Gospel message of Jesus Christ. We promote and enrich Catholic traditions found in the Gospels through an integrated curriculum.

We are committed to excellence, and through a holistic education approach, we strive to assist parents who are the primary educators of their children.

Our programs are designed to help students develop a healthy self-image, positive attitude, as well as experience a sense of God's love, and the concern of a caring community.

Section 2-02 – Integral Student Outcomes (ISO)/Learning Expectations

Integral Student Outcomes (ISO)/Learning Expectations

Faith-Individuals who:

Are Knowledgeable in the Catholic Faith, scripture and tradition

Participate in Mass, the Sacraments, and prayer life

Follow the example of Jesus

Take responsibility for their actions and accept consequences

Life-long learners who:

Are critical thinkers and problem solvers who work collaboratively

Successfully master curriculum standards and demonstrate and appreciation for fine arts and foreign language

Use technology Effectively

Recognize their God-given talents to reach their highest academic potential

Effective communicators who:

Listen in an open-minded and respectful way

Resolve conflict and problem solve in a Christian manner

Express ideas and opinions, both orally and in written form

Involved Citizens who:

Respect the diversity of all individuals and cultures

Participate in social justice causes within the parish, local and global community

Respect life

Section 2-04 Accreditation

Accreditation

St. Louise de Marillac School is accredited by the Western Catholic Education Association and Western Association of Schools and Colleges.

Section 2-05 Code of Christian conduct

The student's interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their children. It shall be an express condition of enrollment that the student behaves in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school at its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the St. Louise de Marillac Parish School.

It shall be an express condition of enrollment that the parents/guardian of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies or procedures set forth in any student/parent handbook of the St. Louise de Marillac Parish School.

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

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

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

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

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

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

St. Louise de Marillac Parish School reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning and/or an intermediate step short of withdrawal.

Section 2-06 School Personnel Lists

School Personnel

TK - Mrs. Ana Luna

K - Ms. Amor Cervantes

1st grade - Mrs. Katie Flores

2nd grade - Ms. Vivian Vasquez

3rd grade - Ms. Erin Pompey

4th grade - Ms. Maria Campos

5th grade - Mr. Mark Ebner-Gavit

6th grade - Ms. Genova Linares

7th grade - Mrs. Frankie Jauregui

8th grade - Mrs. Melanie Richardson

Music - Miss Micaela Macareag

Reading Lab - Mrs. Cynthia Sosa

P.E. - Mr. Kyler Villarreal

Aide - Mrs. Jennifer New

Aide - Mrs. Camille Catalan

Aide - Mrs. Ellen De Groot

Hot Lunch and Daycare Coordinator - Mrs. Chris Avila

Daycare - Mrs. Reyna Perri

Daycare - Ms. Liliana Reveles

Section 2-07 School Schedule and Calendar

School Schedule

7:50 a.m.	First Bells Rings
8:00 a.m.	School Begins (tardy after 8:00 a.m.)
10:00 a.m. - 10:15 a.m.	Recess Grade 1-4
10:15 a.m. - 10:30 a.m.	Recess Grade 5-8
11:15 a.m. - 12:00 p.m.	Lunch Kindergarten and Transitional Kindergarten
12:00 p.m. - 12:30 p.m.	Lunch Grades 1-4
12:30 p.m. - 1:00 p.m.	Lunch Grades 5-8
2:00 p.m.	Dismissal - TK and K
2:45 p.m.	Dismissal Grades 1-8 (Monday through Thursday)
2:00 p.m.	Dismissal TK- 8 (Friday)

Occasionally, the school has 12:00 p.m. dismissal. The yearly school calendar can be found on the school website www.stlouisedmschool.org. Please note that the school calendar is subject to change so check regularly for updates.

Section 2-08 School Map

Section 2-09 School Website and Social Media

School website and social media

The school must own and control all internet presence including all social media. Individuals or groups may not personally launch anything that can be regarded as owned, sponsored, endorsed, or supported by the parish, school or any related or affiliated ministry. Individuals or groups may not host any school website on their own domain or with a web hosting service that does not have a contract with the school itself. Those who violate this section will be asked to shut down their site or turn it over to the school. Failure to comply may result in the removal of a student from school.

School Website: stlouisedmschool.org

Section 2-10 Zero Tolerance for Sexual Misconduct

Under its [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, other pastoral ministries, or in any other assignment when such an individual has previously engaged in the sexual abuse of a minor (person under 18 years of age).

To be clear, any person who has engaged in the sexual abuse of a minor under the age of 18:

- May not have any paid or volunteer assignment in any ministry in the archdiocese
- May not engage in any paid or volunteer non-ministerial activity or event

The archdiocesan Zero Tolerance policy is broader than the requirements of [Megan's Law](#) and similar statutory restrictions.

Section 2-11 Safe Environment Training for Children and Youth

St. Louise will keep a separate file or electronic record for minor volunteers. This file will contain an original, copied, or scanned version of each minor volunteer's signed Archdiocese of Los Angeles [Boundary Guidelines and Code of Conduct](#) for Middle and High School Youth Working or Volunteering with Children or Youth, reviewed and signed before each school year.

All safe environment training for children and youth (high school, confirmation, and youth ministry) is to be reported on the [VIRTUS® website](#).

Section 2-12 Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events

All volunteers on campus must meet the following requirements be fingerprinted at a designated site, complete and sign the Archdiocese of Los Angeles Guidelines for Adults Interacting with Minors at a Parish or Parish School Activities or Events and complete the VIRTUS training. Upon completion of requirements, all forms (proof of fingerprinting and completion of VIRTUS trainings and signed copy of Adults Interacting with Minors at a Parish or Parish School Activities or Events should be turned into the school office. A designated employee will be responsible for maintaining Safe Environment records.

Section 2-13 Boundary Guidelines for Junior High and High School Youth working or volunteering with Children or Youth

Junior High and High school Youth who are working or volunteering with Children or Youth are required to review and sign the Boundary Guidelines for Working with Children or Youth

Section 2-14 Dress/Uniform Code

SCHOOL UNIFORM

-

Students are expected to be in complete uniform when attending school. It is the parent's responsibility to see that their children are appropriately dressed. If there is a disagreement about acceptable appearance at school, the principal will make the final decision. Issues relating to dress or appearance of a student not specifically mentioned in the handbook, but inconsistent with the school's regulations, may be deemed unacceptable at the discretion of the principal. Emphasis is placed on good taste, neatness, cleanliness, and modesty.

Any clothing item or hairstyle that is a distraction to learning will not be allowed. Consistent disregard for the dress code will be considered defiance and may result in suspension or expulsion.

Uniform Code

As a Catholic Christian community, we value being a disciplined people and are held to a higher standard.

Girls:

Jumper/Skort*	Grades TK-4; School plaid, worn with any uniform blouse/polo shirt. May be worn on Mass days. *The jumper, skirt or skort may be no shorter than 3 inches above the knee.
Skirt/Skort*	Grades 5- 8; School plaid worn with any uniform blouse/polo shirt tucked in. May be Worn on Mass Days. *The jumper, skirt or skort may be no shorter than 3 inches above the knee.
Blouse	White, tucked in; over-blouse optional for grades 5-8; worn with any uniform bottom.
Polo Shirts	Navy blue, gray or white tucked in and worn with any uniform bottom.
Walking shorts	Navy blue; worn with any uniform blouse/polo shirt, tucked in and always worn with a belt. May not be worn on Mass days.
Slacks	Navy blue only, worn with any uniform blouse/polo shirt, (no color stitching other than navy blue) tucked in and always worn with a belt. May be worn on Mass days.
Belt	Solid navy blue** or black always worn with slacks or shorts; no large buckles and no students.
Socks	Solid (no design, stripes, logo or lace) white or navy-blue socks (same color as the navy slacks/shorts) only and must be visible 3 inches above the top of the shoe even when folded. White or navy-blue solid tights only may be worn on cold days.
Shoes	Black/white oxford; black Mary Jane shoes with a rubber sole; no boots. Tennis Shoes-black and/or white only and must have Velcro or the ability to tie with shoelaces; Manufacturer logos are permitted as long as they are black or white, however logos on Vans, Converse or Keds are permitted. No slip-ons are allowed. Shoelaces must be black or white and always be tied. Designs of any kind are not allowed on the shoes.
Sweater	Navy cardigan or V-neck pullover (long sleeve or V-neck pullover vest) with the St. Louise logo only is permitted.
Sweatshirts	Only St. Louise de Marillac School navy blue or gray sweatshirt is permitted.
Turtlenecks	Only white may be worn under the uniform blouse in extremely cold weather.
T-Shirts	Plain white only, worn under the uniform shirt and must be tucked in.
Jackets	Only St. Louise de Marillac School jacket or sweater will be permitted with the school uniform. Non uniform sweatshirts, sweat jackets, or other type of coat is not allowed during school hours.

Make-up	None is allowed; Chapstick or any type of lip gloss is not allowed; only clear nail polish is allowed.
Jewelry	Earrings: Only one pair of small simple non-distracting, non-dangling type may be worn in the normal hole of the earlobe. No bracelet or necklace only a small cross on a chain and 1 simple ring on one hand may be worn only. Piercings above the earlobe or on any other part of the body are not allowed. Hoop earrings of any kind are not permitted.
Hair Styles	No extreme hairstyles; no bleached or dyed hair. No style that draws students' attention away from learning. Ultimately the administration will decide what is appropriate or inappropriate. Hair gel in very light moderation is allowed.
Hair Accessories	Only headbands that are made of the uniform material or are navy blue**, black and/or white are allowed. Only one hair accessory is allowed.
Other Accessories	Sunglasses are not permitted unless they are prescription sunglasses; Students must remove them when they arrive on campus in the morning & may not put them back on until they leave for the day.

Boys:

Shirt	Blue pinfeather over shirt or white, navy blue or light blue polo shirt tucked in and worn with any uniform bottom
Slacks	Navy blue only, worn with any uniform shirt/polo shirt, (no color stitching other than navy blue) tucked in and always worn with a belt. No Dickies are allowed. <u>Must be worn on Mass days.</u>
Walking Shorts	Navy blue; worn with any uniform shirt/polo shirt, tucked in and always worn with a belt. <u>May not be worn on Mass days.</u>
Shoes	Black/white oxford; no boots. Tennis Shoes-black and/or white only and must have Velcro or the ability to tie with shoelaces; Manufacturer logos are permitted as long as they are black or white, however logos on Vans, Converse or Keds are permitted. No slip-ons are allowed.; Shoelaces must be black or white and always be tied. Designs of any kind are not allowed on the shoes.
Belt	Solid navy blue** or black always worn with slacks or shorts; no large buckles and no studs.
Sweater	Navy cardigan or V-neck pullover (long sleeve or V-neck pullover vest) with the St. Louise logo only is permitted.

T-Shirts	Plain white only, worn under the uniform shirt and must be tucked in.
Hair Styles	No extreme hairstyles, no bleached or dyed hair, no shaving of the head, no hairstyle that the administration would deem inappropriate. No style that draws students' attention away from learning. Hair must be above the ears, above the eyebrows and above the collar. Sideburns must be no longer than the middle of the ear. Ultimately the administration will decide what is appropriate or inappropriate. Hair gel in very light moderation is allowed.
Socks	Solid (no design, stripes or logo) white socks and must be visible 3 inches above the top of the shoe even when folded.
Sweatshirts	Only St. Louise de Marillac School navy or gray sweatshirt is permitted.
Turtlenecks	Only white may be worn under the uniform shirt in extremely cold weather
Jackets	Only St. Louise de Marillac School jacket or sweater will be permitted with the school uniform. Non uniform sweatshirts, sweat jackets, or other type of coat is not allowed during school hours.
Other Accessories:	Sunglasses are not permitted unless they are prescription sunglasses; Students must remove them when they arrive on campus in the morning & may not put them back on until they leave for the day.

If an extreme emergency requires a student to be out of uniform, a note must be presented to the homeroom teacher. A parent signature is required on the note.

P.E. Uniforms:

Students must have P.E. uniform on the days they have physical education class. Incomplete P.E. uniform will result in a lowering of the grade. Students may not phone home for a forgotten P.E. uniform.

P.E. Uniform – Mandatory for TK – 8th Grades

Designated navy blue gym shorts

Designated P.E. uniform shirt **only** with school logo (Mighty Mites shirts for 3rd & 4th Graders are allowed; however, track shirts or any other shirts are not allowed).

Tennis shoes – (see the uniform code requirement for boys and girls)

Navy blue** St. Louise de Marillac School sweat pant-optional, may be worn in cold weather only

Students are allowed to wear their P.E. uniform on their P.E. day. They will not wear the traditional uniform on this day only. Outer wear must be St. Louise School uniform (sweatshirt, jacket, etc.) St. Louise uniform sweatpants may only be worn on cold P.E. days. The traditional school uniform is to be worn on all other days of the week.

If an extreme emergency requires a student to be out of P.E. uniform, a note must be presented to the homeroom teacher. A parent signature is required on the note.

Scout Uniforms:

Boy Scouts, Girl Scouts and Cub Scouts may wear their uniform on the day of a meeting only.

Free Dress:

Free dress is a privilege granted to students at different times during the year. Free dress clothing must be neat and modest. Parents are responsible to ensure that students are dressed in a manner suitable for a Catholic school student.

FREE DRESS CODE

Dressy Free Dress

Girls (Allowed)

- Modest dress or skirt no shorter than 2 inches above the knee.
- Dresses or blouses must have sleeves at least 3 inches in length without a low neckline.
- Socks or stockings must be worn.
- Shoes (must have a back) with a heel no higher than 2 inches.
- Blouses must cover the waistline (even when bending)

Girls (Not Allowed)

- Short, tight skirts or dresses more than 2 inches above the knee.
- Plunging necklines.
- Headwear such as caps, scarves, etc. (unless special permission is given by the principal)

- Sleeveless or cap sleeves on blouses.
- Tank tops (even if covered by a jacket/sweater)
- Strapless dress or blouses (even if covered by a jacket/sweater)
- Short blouses exposing the waistline
- Halter tops/dresses (even if covered by a jacket/sweater)
- Flip flops
- No jeans of any kind (skirts or pants)
- Blouses with inappropriate language or pictures
- Capris of any kind
- No shorts of any kind
- No gauchos of any kind

Boys (Allowed)

- Slacks with a belt at the waist
- Shirts must have a collar and sleeves must be at least 3 inches in length.
- Socks must be worn.
- Appropriate closed shoes must be worn.

Boys (Not Allowed)

- Baggy pants, pants below the waist with no belt.
- Sleeveless shirts.
- Tank tops (even if covered by an over shirt)
- No headwear such as caps, scarves, etc. (unless special permission is given by the principal).
- Flip flops or open toe shoe of any kind.
- Jeans of any kind.
- Shirts with inappropriate language or pictures
- Shorts of any kind

Casual Free Dress

Girls (Allowed)

- Jeans or walking shorts
- Tops with a modest neckline and sleeves that must be at least 3 inches in length.
- Closed shoe (i.e. tennis shoes, casual leather shoe)
- Capris that come up to the waist

Girls (Not Allowed)

- Baggy shorts
- Baggy pants
- Low rise pants
- Tight pants of any kind (including leggings)
- Midriff tops

- Tank tops (even if covered by an over blouse, sweater, jacket)
- Sleeveless tops
- Halter tops (even if covered by an over blouse, sweater, jacket)
- Shirts with inappropriate language or pictures
- No flip flops
- Low rise capris
- Torn, ripped or jeans with holes

Boys (Allowed)

- Jeans or shorts that come up to the waist.
- Shirts with sleeves that must be at least 3 inches in length
- Closed shoe (i.e. tennis shoes, casual leather shoe)

Boys (Not Allowed)

- Baggy shorts
- Baggy pants
- Low rise pants
- Tight pants of any kind
- Tank tops (even if covered by an over shirt, sweater, jacket)
- Sleeveless tops
- Shirts with inappropriate language or pictures
- No flip flops
- Torn, ripped or jeans with holes

Students are expected to be in complete uniform when attending school. It is the parent's responsibility to see that their children are appropriately dressed. Parents and students are expected to cooperate with the uniform code. Any student who is not in complete uniform will have their parents called to come and pick them up. The student may not return to school until they are in complete uniform. Their absence will be considered a suspension. If there is a disagreement about acceptable appearance at school, the principal will make the final decision. Issues relating to dress or appearance of a student not specifically mentioned in the handbook, but inconsistent with the school's regulations, may be deemed unacceptable at the discretion of the principal. Emphasis is placed on good taste, neatness, cleanliness, and modesty. Any clothing item or hairstyle that is a distraction to learning will not be allowed. Consistent disregard for the dress code will be considered defiance and may result in suspension or expulsion.

Section 2-15 Relationship of the School to Parish

St. Louise de Marillac School is part of the St. Louise de Marillac Parish. Students and families participate in Mass and other parish activities. The school and parish have a good working relationship with one another.

Section 2-16 School Governance

St. Louise de Marillac School is parish school and a part of St. Louise de Marillac Church. The pastor is the chief administrative officer of the parish school and works in conjunction with the school principal. St. Louise de Marillac School has a School Board, but it is considered a Consultative School Board which is advisory only. The school works in conjunction with the Department of Catholic Schools, and takes direction from them related to policy and curriculum.

Archdiocesan policies can be found in the Archdiocese of Los Angeles Handbook at <https://handbook.la-archdiocese.org/>

Topic 2-16-1 Administrative Structure of Elementary Schools

The pastor is ex officio the chief administrative officer of the parish school. He implements the policies of the archdiocese in the parish school. On matters not covered by the Administrative Handbook, the pastor determines policies consistent with archdiocesan policy and appropriate to the school's needs. Relying on the expertise of the Department of Catholic Schools, the pastor is ultimately responsible for the faith formation and operations of the school. However, he delegates the immediate direction and supervision of the school program to the principal.

The principal is responsible for the following areas of leadership in the development of faith, excellence and stewardship.

Topic 2-16-2 Administrative Structure of High School

N/A

Topic 2-16-3 School Boards

The St. Louise de Marillac School first was established in February 2013 by Father Robert Fulton. The Board acts as a consultative school board whose members gather to act as councilors to the pastor and principal, the administrators of the school. Board members consist of parishioners, business and civic leaders, alumni, alumni parents, educators, and other members of the community. Current school parents may also serve as a board member but their membership may consist only of one third or less of the total membership. The consultative school board is required to work with other established groups in the school and parish community. The School board is governed by its constitution and bylaws. It is not a function of the School Board to hear parent accolades or grievances. Due to the consultative nature of the School Board, the meetings are closed.

Topic 2-16-4 Parent or Parent Teacher Organizations

The Parent Club consists of a group of elected individuals who assist in financial support of the schools. In addition, they host activities and events that promote a sense of community in the school. The Parent Club function has a written constitution and bylaws that comply with archdiocesan policy that outline the structure and function of the group. The membership of the parent organization shall include the pastor of the parish or his designee, principal, parents/guardians of currently enrolled students, and religious and lay faculty (if the organization is a parent-teacher organization). The pastor and principal shall have the right to approve officers and other members of the executive committee during the nomination process. The pastor or his designee and the principal shall be ex officio members of the executive committee of the organization.

Section 2-17 Parent/Student Complaint Process

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students,

parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible to strive toward reconciliation and act in good faith. Legal representation is not permitted during the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

School Level

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

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

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

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

Department of Catholic Schools Level

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

The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.

However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

CHAPTER 3: CATHOLIC IDENTITY

Section 3-1 Faith Formation (Mass, Prayer, Other Liturgies)

Topic 3-1-1 Introduction

The Church's mission is that of evangelization through which the gift of faith given by God is nurtured and developed. The [Archdiocese of Los Angeles](#), in all its locations, continues Jesus' mission and ministry by proclaiming the message of Jesus, creating community, worshipping as the people of God, and serving all of God's people.

All members of the Church, from the youngest to the oldest, are on a faith journey. The Church supports this journey through evangelization, religious instruction and catechetical ministry.

"At the heart of catechesis we find, in essence, a Person, the Person of Jesus of Nazareth, the only Son from the Father...who suffered and died for us and who now, after rising, is living with us forever" ([Catechesi Tradendae](#), 5).

To catechize is "to reveal in the Person of Christ the whole of God's eternal design reaching fulfillment in that Person. It is to understand the meaning of Christ's actions and words and of the signs worked by him" ([Catechesi Tradendae](#), 5).

Catechesis aims at putting "people...in communion...with Jesus Christ: only he can lead us to the love of the Father in the Spirit and make us share in the life of the Holy Trinity" ([Catechesi Tradendae](#), 5).in "[The Catholic Vision of Education](#)," Archbishop José H. Gomez describes the dynamic mission of Catholic education throughout the Archdiocese: "Catholic education is the Church's future. It is also the key to our society's future. . . . Our Catholic vision always calls us to see deeper — and to give more of ourselves in love. Our Catholic vision always calls us to see with the loving eyes of Jesus; with the eyes of God." The Catholic school is unique because it is an academic community within a religious community. As a school it is a community of learners and teachers, administrators and parents/guardians, staff and resource people. At the same time, it is a faith community of young Christians and adults. where Christ the Teacher is present among them.. A Catholic school always has a twofold purpose: learning and believing. It is exemplary when the school blends these well.

In the [Archdiocese of Los Angeles](#), [Catholic schools serve students from preschool through high school](#). Each local school is unique in its charism, foundation, and culture. All schools promote "knowledge of the faith, liturgical education, moral formation, teaching to pray, education for community life, and missionary initiation." [General Directory for Catechesis](#). All schools are committed to providing an academic education that integrates Catholic values across the curriculum. In light of the great gift and contribution of Catholic education, Archbishop Gomez has expressed his strong commitment to "*make sure that our schools are open to every family and every child in our city. No matter who they are. No matter where they come from, or how they got here. No matter how much money they have.*" (The Catholic Vision of Education, Archbishop Gomez: August 23, 2013).

Topic 3-1-2 Catholic School Communities

St. Louise de Marillac School is a Catholic School whose goal is to foster growth in the spiritual formation of students. Students participate in daily religion classes, attend Mass once a week with their class and participate in daily prayer in their classrooms and school wide. Students participate in sacramental preparation as well as have opportunities to receive the sacraments.

Topic 3-1-3 Additional Practices

The Eucharist is "the source and summit of the Christian life" ([Lumen Gentium](#), 11).

"The other sacraments, and indeed all ecclesiastical ministries and works of the apostolate, are bound up with the Eucharist and are oriented toward it. For in the blessed Eucharist is contained the whole spiritual good of the Church, namely Christ himself, our Pasch" ([Catechism of the Catholic Church](#), 1324).

Liturgy celebrated properly in the school setting prepares students to participate in the liturgical life of their parish. The [School Mass Guidelines and Planning Sheet](#) for school liturgies aids campus ministers and students involved in liturgy preparation.

The administration, faculty, and students share in a school celebration of the Eucharist once a week. Teachers participate in liturgical preparation and work with clergy to plan. Students participate in the Mass as the congregation, lectors and choir members. Faculty and students are to celebrate the sacrament of reconciliation during Advent and Lent.

Section 3-2 Sacraments (First Reconciliation, First Communion, Confirmation)

St. Louise de Marillac School prepares students for the sacraments of Reconciliation and First Communion. Students have the opportunity to receive the Eucharist during weekly Mass and participate in Reconciliation twice per year during Advent and Lent.

Section 3-3 Religious Curriculum

Canonical Authority of the Diocesan Bishop

In accordance with canon law, the archbishop exercises full authority over the religious instruction and formation programs in all Catholic schools of his archdiocese, including both schools of the archdiocese and schools in the archdiocese that are owned and operated by religious orders, institutes, or governing boards. The authority of the bishop extends to but is not limited to the content of the religion curriculum, the hiring of teachers of religion, the visitation of schools, and the use of the title "Catholic school." The archbishop may exercise this authority in person or through designated delegates such as the superintendent(s) from the [Department of Catholic Schools](#).

Textbooks, Teaching Materials, Resources, and Content of Instruction

Textbooks, other teaching materials, and resources are chosen on the basis of sound doctrine, attention to both cognitive and affective domains, continuity with the program of instruction, and adequacy in meeting the needs and capabilities of the students in the particular school.

All religion textbooks are to have the approval of the United States Conference of Catholic Bishops Subcommittee on the Catechism. Other materials and resources used by teachers are to meet the same standards as textbooks with regard to sound doctrine and appropriateness for students.

The content of instruction must conform to the authentic teaching of the Church as summarized in the [Catechism of the Catholic Church](#) and must clearly distinguish defined doctrine from personal opinion and theological interpretation. It will stress the relevance of religious truths and principles to the personal lives and daily concerns of the students.

The United States Conference of Catholic Bishops' [Doctrinal Elements of a Curriculum](#)

[Framework for the Development of Catechetical Materials for Young People of High School Age](#) guides the written course outlines that must be developed and followed for each high school course. Course outlines are to be framework-based and not textbook-based.

Please see the [foundational catechetical documents](#).

3 Western Catholic Educational Association Catholic Identity Standards

All schools, whether archdiocesan, parish, or those owned and operated by religious orders, institutes, or governing boards, are required to meet the following Catholic identity standards from the accrediting agency for archdiocesan elementary schools, the [Western Catholic Educational Association \(Improving Student Learning](#), 2012 ed., p. 41; [Ensuring Educational Excellence](#), 2014 ed., p. 10 [click on 1-WCEA E3 2014 Protocol.pdf]):

- The school has a mission statement and philosophy statement that indicates the integration of the Catholic faith in all aspects of the school's life.
- The school provides regular opportunities for the school community to experience prayer and the sacraments.
- The school has a religion curriculum and instruction that is faithful to Catholic Church teachings and meets the requirements as set forth by the [United States Conference of Catholic Bishops](#).
- The local ordinary approves those who teach the Catholic faith (Canon 805) and there is ongoing formation for catechetical and instructional competence.
- The school maintains an active partnership with parents/guardians whose fundamental concern is the spiritual and academic education of their children (Canon 796).
- The school has a service-oriented outreach to the Church and civic community after the example of Jesus Christ, who said, "I have given you an example so that you may copy what I have done to you" (Jn 13:15).
- The school uses signs, sacramentals, traditions, and rituals of the Catholic Church.
- All school personnel are actively engaged in bringing the good news of Jesus into the total educational experience.

Elementary School Curriculum

Implementing these standards and evaluating and setting goals is a yearly task of the elementary school in a manner that is consistent with the [religion curriculum standards](#) set by the [Department of Catholic Schools](#).

Curriculum components include:

- The Profession of Faith
- The Celebration of the Christian Mystery/The Seven Sacraments of the Church

- Life in Christ; Man's/Woman's Vocation: Life in the Spirit
- Christian Prayer; Prayer in the Christian Life

These components are based on the four pillars of the [Catechism of the Catholic Church](#).

Section 3-4 Campus Ministry

Section 3-5 Christian Service Program

The experience of Christian community leads naturally to service" (To Teach as Jesus Did: A Pastoral Message on Catholic Education, 28).

St. Louise de Marillac School conduct a variety of all school Christian Service activities that all students can participate. Students in grades 6-8 are expected to participate in Christian Service activities Through the Christian service program, students in 6th through 8th grades give service beyond the school setting in ways that further their faith, engender hope, and witness love. Christian service fosters an understanding of the essential connection between the Eucharist and Christian service.

Catholic educators work to form young people who will lead happy and meaningful Christian lives of faith and service. Catholic schools provide students with the tools—intellectual growth, doctrine, piety, an understanding of the roots of societal problems, and the practice of the virtues—to become productive and transformative members of society.

A eucharistic spirituality that propels students into Christian service will help them not only to meet any crisis of values and meaning in their lives but also to be transformative agents in the world. The Eucharist is lived daily as the faithful take Christ to others.

Religious formation and Christian service programs should inspire young people to have a vision of their mission in society and the Church. These programs should inspire young people to aspire to be leaders in government, education, the service professions, and the arts. It is not good enough for them to think that they will just try to be good. Christ asks them to be the salt and light of the earth. Religious formation and Christian service programs should transmit this vision to them.

Students in grades 6-8 are required to complete Christian Service hours. Teachers review Christian Service Requirements and opportunities at the beginning of each school year.

Section 3-6 Retreats

The retreat experience is intended as an effective means of evangelization and spiritual development of both faculty and students. The principal, teacher, religion coordinator as applicable, determines the type and number of retreat experiences that best meet the needs of the school community.

CHAPTER 4 - ADMISSION AND ATTENDANCE

Section 4-01 School Student Non-Discrimination

Topic 4-01-1 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, national origin, 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, medical condition, 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.

[Note that this School Student Non-Discrimination Policy does not provide nor imply that the archdiocese waives any legal exceptions or exemptions that may apply to it as a religious nonprofit organization.]

Topic 4-01-2 Non-Discrimination Documentation

The school posts the Non-Discrimination Policy on its school website and is posted in the school weekly newsletter and parish bulletin annually.

Section 4-02 Inclusion Process/STEP

Procedures and Documentation

1 Classroom Support Log

As soon as a student has an ongoing need for support in the classroom (whether identified by the student, parents/guardians, and/or teacher), the **teacher** should begin keeping a record of classroom strategies and supports he or she has implemented to help the student, and concurrently work with the parents/guardians and notify the STEP coordinator. Using [STEP Form 1 - Classroom Support Log](#), the **teacher** should record the date, note strategies attempted, note the results or effect of each strategy, and keep a record of parent/guardian communications. See [Sample Form 1a](#). If the student shows progress after the teacher implements the strategy, the **teacher** should continue the support as needed.

2 Referral to STEP Coordinator

If the student does not respond positively to the teacher's strategies or adjustments, the **teacher** requests a meeting with the **STEP coordinator** by completing the request for meeting in Part 2 of the Classroom Support Log. See [Sample Form 1b](#).

3 Request, Scheduling and Preparation for STEP Meeting

The **STEP coordinator** reviews the request the teacher submitted and decides whether a STEP meeting is needed. If a meeting is needed, the STEP coordinator assembles the STEP team, gathers information, and sends [STEP Form 2 - Notice of Support Team Education Plan Meeting](#) to the **parents/guardians** to set up a mutually agreeable time for a meeting with the STEP team. See [Sample STEP Form 2](#). Once a meeting date and time has been set, the **STEP coordinator** notifies the other members of the STEP team. The STEP team gathers documentation of the student's current performance levels, including class work, standardized test scores, disciplinary actions, attendance records, IEP, 504 plan and/or psycho-educational assessments, medical records and any other relevant information.

4 Parent Questionnaire

The **STEP coordinator** sends a [STEP Form 3A - Parent Questionnaire](#) to the **parents/guardians** to complete and return to the STEP team.

5 Student Questionnaire

The **teacher** asks the **student** to complete a grade-level appropriate Student Questionnaire at school and the **teacher** submits the completed form to the STEP team.

- [STEP Form 3B - Primary Student Questionnaire](#)
- [STEP Form 3C - Elementary School Student Questionnaire](#)
- [STEP Form 3D - Middle School Student Questionnaire](#)
- [STEP Form 3E - High School Student Questionnaire](#)

6 Creating the STEP

If parents provide the school with an IEP, 504 plan or psycho-educational assessment, the STEP Coordinator meets with parents to complete [STEP Form 9 - Documented Professionally Diagnosed Disability Worksheet](#). Completion of STEP Form 9 does not eliminate the requirement to prepare and complete STEP Form 5.

Before the meeting, the STEP team may create a preliminary STEP for presentation to the parents at the STEP meeting. During the STEP meeting, the STEP team creates a STEP or updates the preliminary STEP based on input from teachers and parents. See [STEP Form 5 - Support Team Education Plan](#). Parents/guardians and STEP team members sign the STEP.

Section 4-03 Admission Policy

Topic 4-03-1 Elementary School Admission Guidelines

St. Louise de Marillac Parish School will enroll all eligible Catholic children when space is available, regardless of sex, race, color, racial and ethnic origin according to the following priorities:

- The recommended age for transitional kindergarten students is four years of age on or before September 1.

- The recommended age for kindergarten students is five years of age on or before September 1.
- The recommended age for first grade students is six years of age on or before September 1.

1. Report Cards and Testing Results

Please provide the student's most recent report card and testing results from the previous school, which helps to determine appropriate placement.

2. Siblings of Current St. Louise Students.

Families already in school, who are registered, and are actively supportive parishioners have priority registration. Actively supportive means many things, but most importantly the family attends Sunday Mass (Liturgies) here at St. Louise de Marillac Church, uses the Sacrament of Reconciliation, often participates in the school and in the larger parish family activities. Financial support of the parish family is also required. This can be done through the use of parish envelopes each week or online parish giving.

3. Actively Supportive Parishioners

Families not already in school, but who are registered and are actively supportive parishioners will be given priority after siblings of current St. Louise students. Actively supportive means many things, but most importantly the family attends Mass here at St. Louise de Marillac Church, uses the Sacrament of Reconciliation, often participates in the school and in the larger parish family activities. Financial support of the parish family is also required. This can be done through the use of parish envelopes each week or through an online giving platform that families can sign up for.

4. Catholic School Transfers

Students who transfer from another Catholic School must be in good standing in the following areas: behavior, academics, parent participation, and finances.

5. Non-Supportive

If room is available, Catholic students from families who are not supportive of St. Louise de Marillac Parish Church will be accepted and will pay a higher tuition rate.

6. Non-Catholic

If room is available, non-Catholic students who, by past behavior and attitude, have demonstrated that they would accept the St. Louise de Marillac Parish School Philosophy and whose parents will support the school will be accepted. These students will pay a higher tuition rate.

A student is not actually enrolled until the school receives all required documents and the Application and Registration Fee:

1. Birth Certificate, baptismal certificate, social security card, current report card, immunization records.
2. Parents sign forms found in the school registration packet that include the contract and commitment to service hours and fundraising.

3. All students must comply with [current California immunization and health requirements](#) prior to enrollment.

4. An accessible Catholic education should be made available to as many students as possible, but the school must consider whether it has sufficient resources to meet the educational and financial needs of all student applicants.

Acceptance of any student is decided by the principal in consultation with the pastor.

Topic 4-03-2 High School Admission Guidelines

Students who apply to Catholic High School may require the following documents such as transcripts, report cards and letters of recommendation as part of the admission process. Most high schools use a digital portal for the admission process. High Schools request transcripts, report cards, and letters of recommendation directly from the child's elementary school. These documents are provided to the high schools of your choice from the St. Louise de Marillac School office. Although you may have applied early in fall, St. Louise can only provide documents after trimester one has ended.

Topic 4-03-3 High School Admission Procedures

N/A

Topic 4-03-4 Inoculation requirements of the CA Department of Health

St. Louise de Marillac School follows the inoculation requirements of the CA Department of Health detailed here: <http://www.shotsforschool.org/>

All students must comply with [current California immunization and health requirements](#) prior to enrollment.

Topic 4-04-5 Married Students

N/A

Topic 4-04-6 Emancipated or 18 year old students

N/A

Topic 4-04-7 Students Not Living with Parents

Section 4-04 Absence, Tardiness and Truancy

Topic 4-04-1 Absence

All absences are recorded daily by the teacher in our digital attendance register on Gradelink

1. If a student is absent, it is the parents' responsibility to call the school office, (626) 966-2317, by 9:00 a.m. each day the child is absent.
2. It is required that a written excuse be sent with the child upon returning to school after any absence or the student will not be admitted back to class.
3. If a child has been diagnosed as having a contagious disease, please notify the office so that precautions can be taken and notifications sent home. No student having had a contagious disease will be admitted to school without a doctor's release. No student

should be sent to school within 24 hours of having a fever without the use of fever reducing medication

4. Every attempt should be made to schedule medical and dental appointments during vacations or after school hours.

5. In the event that an appointment must be made during school hours, the student will be called to the office when the parent arrives. Any class time that is missed due to an appointment, will be considered a partial absence. No student may leave or return to school without the signature of a parent, guardian, or other delegated adult.

6. In the case of an absence, a student will have the opportunity to make up work missed. They have the same number of days to make up the missed work when they return to school as they have been absent. It is the student or parent's responsibility to request the work by 9:00 am the day of the absence. Homework can be picked up in the school office or, if requested, sent home with a sibling.

7. If a pupil is absent for 15 days or more in one quarter, the student will receive an "Incomplete" in all subjects. The student will then have a given time to make up the missed work for a grade. If the work is not made up in the allotted time, the "Incomplete" grades will become "F's".

8. Absences because of vacations, trips, or because the child is needed at home to baby-sit, etc. are **not** acceptable excuses, nor are they legal excuses of absence. Three such absences in one year will be reported to the truant officer according to the California Education Code.

9. Teachers are not required to send work with students who are absent because of a vacation.

Topic 4-04-2 Absences with Acceptable Excuse

Excused and Unexcused Absences

When a student is absent, the student must submit a written excuse signed by a parent/guardian and the school must keep excuses on file for one year.

Excused absences include illness, [medical](#) or dental appointments, funeral services for family members, quarantine directed by city or county officials, or emergencies or special circumstances as determined by the school.

Schools may establish a policy for determining what constitutes excused and unexcused absences. Excessive absences may result in the loss of academic credit.

If parents/guardians wish to temporarily take their child out of school for family reasons, the principal and teacher should discuss with the parents/guardians the possible effects of such an absence. It is advisable that the school keep on file a record of the recommendation made to the parents/guardians.

Topic 4-04-3 Extended Absences

If a student is absent for 15 days or more in one quarter, the students will receive an "Incomplete" in all subjects. The students will then have a given time to make up the missed work for a grade. If the work is not made up in the designated time, the "Incomplete" grades will become "F's".

Topic 4-04-4 Leaving School Early

A student may not leave the school before the regular dismissal time without a request from a parent/guardian; the student must be signed out in the school office and staff will ask for the student to be dismissed from the classroom. Parents should contact the classroom teacher to let them know that their child will be leaving early. We ask that parents do not pick up the student directly from the classroom. The student's reason for leaving school early must be recorded in writing.

Topic 4-04 -5 Tardiness

Students should be in line with their class at 7:50 a.m.

A student is tardy if he/she arrives after the second bell (8:00 a.m.). If he/she comes after 10:00 a.m., he/she is marked absent half a day. When a student leaves before 2:00 p.m., it will also be recorded as a half-day absence.

During school hours, 8:00 a.m. to 2:45 p.m., any student coming to school late or leaving school early must report to the school office before being admitted to class or leaving school.

It is important for students to be here for the start of the day. If a student is tardy three times in one trimester the student will receive a detention.

Topic 4-04-6 Truancy

A student is considered [truant](#) when he or she is absent from school without a valid excuse for 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. The school shall report the student to the local public school district's attendance office or the public-school district's superintendent.

In the event that a school suspects that a student is truant (absent from school without a valid excuse), the school administration should first contact the parents/guardians. If the school suspects that the student is a habitual truant (absent three times in a school year without a valid excuse) and all resources at the school level have been exhausted, the school principal should notify the local [Child Welfare and Attendance](#) authorities.

If a student has been reported once as a truant and then is absent again for one or more days without a valid excuse or tardy on one or more days without a valid excuse, the school should again report the student as truant to the local public school district's attendance office or the public school district's superintendent. 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

parents/guardians or designated emergency contacts within 4 hours and after repeated attempts, the school should notify the attendance office of the local public school district, the local police department, [Child Protective Services](#), or all of those agencies.

Topic 4-04-07 Work Permits

N/A

Section 4-05 Communication Procedures

Topic 4-05-1 Parent Teacher Conferences

Parents are invited to a formal parent teacher conference at the end of the first trimester. All parents must participate in the first trimester parent teacher conferences. The purpose of the parent teacher conference is to discuss the child's progress and determine a plan if needed. At some grade levels, students may participate in the conference.

Parents and teachers are welcome to schedule conferences outside the formal parent teacher conference. Parents can reach out to teachers via phone or email to schedule a time to speak. Conferences may be held via phone or video chat or in person.

Topic 4-05-2 Parent Messages and Phone calls

It is important for parents and teachers to be able to communicate with one another. Parents and teachers should work together so that the best educational outcome for the student is achievable. Parents may email or call the school office to communicate with teachers or administration.

Topic 4-05-3 Parent to School Communication

Parents can communicate with the school through various modes such as handwritten notes, phone, and email. In turn, St. Louise de Marillac School utilizes Gradelink to communicate with parents through their email and text feature. It is very important that all parents have correct and up-to-date information in Gradelink and on Emergency Cards. If something needs to be updated, please call the school office as soon as possible. The school may also phone parents to communicate directly with them.

Section 4-06 Closed Campus

St. Louise de Marillac School is a closed campus. Immediately after drop (8:03 a.m. off all pedestrian and vehicle gates will close. Any families who arrive after that time should park on Covina Blvd. and walk their child to the front gate. You will be buzzed into the school and should stop at the office for a tardy slip. Gates open again for pickup and close once again until 5:45 p.m.

All visitors between 8:00 a.m. and 2:45 p.m. should park on Covina Blvd. and enter through the front entrance and sign in at the school office. The front gate is the only way to enter the school during regular school hours.

Section 4-07 Safety and Security Procedures

St. Louise de Marillac School has a published Safety Plan that outlines the procedure for the following situations: fire on campus, earthquake, shelter in place, lockdown, bomb threat and pandemic. At the beginning of each school year, teachers review the procedures for each possible scenario including class drills. Schoolwide drills should take place as scheduled. St. Louise has a supply of water, food and medical supplies should students and staff need to remain on campus for a period of time. The School Safety Committee comprised of first responders and those with experience in emergency situations advise the school administration and are resources for the most up-to-date information.

Section 4-08 Safety and Security Procedures

Arrival and dismissal procedures are important to maintain a safe environment for students. Parents may use the carpool line or park in the designated lot by the church for drop off and pick up. It is recommended that parents of the youngest students who still utilize a car seat park in the lot be walked to their line or classroom. Families who park should walk their children to the pedestrian gate. At no time should children be dropped off at the curb in the parking lot. Students may be dropped off as early as 7:00 a.m. and should go directly to Room 7 and meet the morning care personnel. Students are released from morning care at 7:30 a.m. Students dropped off after 7:30 a.m. will go directly to their class lines. Teachers will meet their class at the first bell.

The school offers a staggered dismissal. Students in TK will be dismissed at 2:00 p.m. Parents should park in the lot and walk to the sidewalk in front of the school to pick up their children. Students in grades 1-8 are dismissed at 2:45 p.m. Parents have the option to utilize the carpool line or the parking lot for pickup. During pickup staff will call for each child so as to move the line along quickly.

Section 4-09 Automobiles/Parking Lot

Parents may park in the small lot by the church for arrival and dismissal. Parents may also opt to utilize the carpool line for drop off and pickup for children in grades 1-8. Parents with TK and Kindergarten students should park in the lot for drop off and pickup. If you have office business or are dropping off a late child or picking a student up for early dismissal, please park on Covina Blvd. and enter through the front gate by the school office.

Section 4-10 Parent/Guardian, and Non-Custodial Parent Right of Visitation

Rules for Parent/Guardian Visits

The school may adopt rules regarding the right of any parents/guardians to visit their child during school hours. This policy must be clearly stated in the parent/student handbook.

As a general matter, it is advisable that the principal and parents/guardians work out a mutually agreeable alternative to interrupting the student's schedule at school.

Rules for Non-Custodial Parent/Guardian Visits

Parents/guardians are responsible for providing any custody orders or other legal documents to the school that they wish the school to follow. St. Louise de Marillac School takes all reasonable

steps to comply with valid orders that the parents/guardians provide. The archdiocesan [Office of the Legal Counsel](#) is available to advise on how to handle these matters.

If a parent/guardian does not have legal custody of his or her child but has visitation rights, that parent/guardian may visit the child (subject to the school's visitation policy and if the school does not have a legal order prohibiting such a visit). If the non-custodial parent wishes to visit the child, the principal must verify the nature and extent of visitation rights by referring to any court orders the parents/guardians have provided. Visitation rights are usually limited by the court to specified days and hours. The principal must be aware of these restrictions. If a parent/guardian without visitation rights attempts to visit a student at school, the principal shall inform the custodial parent/guardian.

Schools may not provide legal analysis of custody orders or advise parents/guardians on the interpretation of custody orders. If parents/guardians disagree on the meaning of a custody order, the parents/guardians must consult legal counsel or come to an agreement on its meaning and provide the school with written documentation of their decision. Schools do not guarantee enforcement of custody orders. If a parent/guardian violates a custody order, schools should call the other parent/guardian, the police, or both for assistance.

Children in Foster Care

When a child is in a foster home and the parents/guardians request to visit the child at school, the school shall inform the agency that is responsible for placing the child in the foster home or the assigned social worker before allowing the visit.

Section 4-11 Health, Illness and Accident Procedures

Topic 4-11-01 Student Emergency Card

The [Emergency Card](#) for each student shall be complete and current, must be readily available to authorized employees, and shall indicate whether or not the parents/guardians have given the school permission to choose a physician in an emergency.

At the beginning of each school year as well as mid-year, the Emergency Card for each student should be completed by the parents/guardians. Subsequently, the parents/guardians must inform the school when there are changes to key information, including addresses for home or work, phone numbers, names of persons to notify in case of an emergency, or medication prescriptions for the student.

In case of an emergency, the Emergency Card should be shown to the paramedics or emergency room staff in order to authorize treatment and advise them if a student has any particular medical needs or is on medication. Therefore, it is imperative that the Emergency Card information be accurate, complete, and current. Parents/guardians are required to update information about any medication the student takes on a regular basis.

When a student becomes ill or injured, the parents/guardians must be contacted immediately. If the parents/guardians cannot be reached, the school shall contact another person listed on the Emergency Card.

Topic 4-11-02 Policies Applicable to All Field Trips, Excursions and Activities

Field Trips

The intent of school field trips/retreats is to provide students with an opportunity to extend and/or apply relevant learning beyond the classroom. These additional experiences must be directly aligned to the educational goals of the school and its mission of nurturing faith, excellence and stewardship. Students on these trips are considered St. Louise ambassadors and are expected to exhibit the highest level of manners, cooperation, and gracious Christian behavior to their peers, chaperones, teachers and all outside docents and adults. Compliance with school, Archdiocesan and visiting site rules are expected. Courteous, respectful, engaged and kind behavior is a prerequisite of participation. Students who do not comply with these guidelines, as well as others established by their teacher, may lose the privilege of attending such trips. Safety, especially in these times, is of paramount importance and we recognize that there will be differing opinions about how to ensure optimum safety. We want parents to have a voice with regard to safety, however, the teacher and principal make final decisions in this regard. Parents are always welcome to withdraw their child from any trip that they feel is uncomfortable for their child.

Chaperones - General Guidelines

Chaperones provide an opportunity for parents to accompany students on these trips, assist the teacher with class management and learning, and ensure the safety of every child. Chaperone policies can vary from grade level to grade level dependent upon child age, class size, venue requirements, public access, cost, and teacher judgment about the needs for each trip. These decisions are made at the teacher's discretion as he/she is ultimately responsible for the welfare of the students. In all cases, chaperones are under the direct guidance of the teacher and are there to help with ALL children, not just their own. Respectful behavior and cooperation is expected of adult chaperones who must be at least 21 years of age. For all co-ed trips, at least one male and female chaperone will be prioritized. Parents who are not selected to chaperone are not allowed to attend the field trip unless the teacher decides otherwise. This policy minimizes confusion, ensures that the trip is organized and that all students are accounted for and focused on the learning.

Selection and Requirements of Chaperones

Teachers will share their written chaperone policy with parents early in the school year, preferably at Back to School Nights. Prior to the trip, parents will be notified, via email or letter, about the details of the trip (destination, times, cost, lunch, transportation, and any venue requirements). Depending upon the location, transportation may include either private car or bus. For most trips, teachers reserve buses as the preferred form of transportation whenever affordable. For other trips, teachers may enlist parent drivers. Per Archdiocesan policy, all chaperones must be Virtus trained, fingerprinted. In addition, parent drivers must also provide a copy of their driver's license and proof of insurance. This paperwork must be on file with the school office *prior* to volunteering as a driver/chaperone. It is very important that chaperones drive directly to and from the field trip site. DO NOT STOP anywhere else along the way. The number of chaperones and drivers is applicable, and where they will be needed will be determined by the teacher. Teachers will also determine any type of needed student groupings

for transportation and at the site. Field trip forms will indicate which form of transportation will be used.

Room parents have first priority in acting as chaperones but there will be opportunities for other parents to chaperone on most trips. This is done because room parents tend to know the children and teacher better and have more direct contact with the daily operations of the class. Nevertheless, we do try to give other parents opportunities to chaperone as well. We believe this is a valuable parent experience and we appreciate parent volunteerism. We also consider that not all parents can be room parents but might still wish to volunteer in this capacity - so equity concerns are considered. If a room parent cannot attend the field trip, the teacher will assign his/her replacement.

Chaperone Responsibilities

The responsibility of a chaperone should not be underestimated. The teacher has entrusted you with the welfare and safety of ALL children in your group, and attention to this purpose is the top priority. As a chaperone, we ask that you minimize personal cell phone time, stay focused on the children (not socializing with other parents), and arrive to destinations on time! Please do not use your cell phone when transporting students for the safety of all in the vehicle. Children need to be supervised at lunch (where applicable) and throughout transportation - whether in a bus or car. We ask you to support the expectations the teacher has set forth to ensure a safe, educational, and enjoyable trip for all! Should you have any concerns, take these up at a later time, NOT during the actual field trip where the teacher must focus all of his/her attention on the students and trip.

Emergencies

In the rare event of an emergency, follow the directions of the teacher and/or the site director. Cell phones can be used to contact 911 as long as communication is clear among the adults and the teacher is unable to do so. It is suggested that all parents and the teacher add the site contact number to their phones that is used to contact personnel for immediate assistance. Most sites have disaster plans in place that would be activated immediately in the event of an earthquake, or other major safety incident.

Important Notice for Non-School Sponsored Trips

St. Louise School is not liable for any student participation of trips to Washington D.C. and New York. School sponsored events, such as retreats, sports events or class field trips will always include the standard Parent Consent form that clearly indicates the school's support and approval of the event or trip.

Topic 4-11-03 Immunization and Medical Screenings

Immunizations Required (Health Department Regulations for all students)

Vaccine	Age/Grade	Comments
Diphtheria, Tetanus, Pertussis (DTaP)	K-12	K-12 - Ages 6 years and under: 5 doses at any age, but 4 doses meet requirements for ages 4-6 years if at least 1 was on or after the 4th birthday. Ages 7 years and older: 4 doses at any age, but 3 doses meet requirement for ages 7-17 years if at least 1 was on or after the 2nd birthday. If last dose was given before 2nd birthday, one more (Td) dose is required. Pertussis is not required after age 6.
Hepatitis A	None/No Requirements	None/No Requirements
Hepatitis B	K-8	K-8 - 1 dose for 2-3 months, 2 doses for 4-17 months, 3 doses for 18 months - 4 years, 3 doses for 7th grade.
Measles, Mump Rubella (MMR)	K-8	K-8** - *1 MMR on or after 1st birthday. ** 2 doses of measles-containing vaccine required and one dose of mumps and rubella-containing vaccine required for entrance or transfer into K. 2 doses of measles-containing vaccine is required and 1 dose of rubella-containing vaccine is required for entrance or transfer into 7th grade. Mumps vaccine is not required for children 7 years of age or older. Receipt of one dose MMR on or after the first birthda will satisfy school entry or transfer requirement for grades 1-6 and 8-12.
Polio	K-8	K-8 - four doses at any age, but 3 doses meet requirements for ages 4-6 years if at least one was given on or after the 4th birthday; 3 doses meet requirement for ages 7-17 if at least 1 was given on or after the 2nd birthday.
Varicella	K-8	K-8 - 18 months - 4 years of age: 1 dose or physician documented disease history is required. Out of state entrants new to CA schools: 1 dose for children under 13 years are required; 2 doses are needed if immunized on or after 13th birthday.

Topic 4-11-04 School Procedures for Immunization and Screenings

The [California Health and Safety Code](#) requires students to provide proof of immunization for school entry and also requires schools with kindergarten or seventh grade to assess and report annually on the immunization status of students in these grades. Schools may report online at Shots for School. Issued annually by the State of California, all directives regarding immunization shall be implemented.

Up-to-date information on immunization requirements can be found at [Shots for School](#), the [County of Los Angeles Department of Public Health](#), and the [California Code of Regulations section on immunization](#).

School procedures pertaining to the health of students must be communicated in writing to parents/guardians, generally in the parent/student handbook. Students, with the permission of the parents/guardians, may be subject to routine examinations in school, including hearing, vision, dental, head lice, and scoliosis.

Medical Exemptions

- Temporary or permanent medical conditions prevent a child from receiving immunizations.
- Both temporary and permanent medical exemptions require a letter from a doctor that states the medical condition and which immunizations the student cannot receive.
- In the case of a temporary exemption, the doctor must also specify how long the immunization should be postponed.
- Schools shall maintain a list of exempt and conditional entrants.

Personal Belief Exemptions

As of July 1, 2016, SB 277 eliminated the personal belief exemption from the immunization requirements for schools. Certain students with a valid existing personal belief exemption will remain exempt from the new requirements unless or until they enter transitional kindergarten or seventh grade. See [Shots for School](#).

If there is a disease outbreak at school, the exempt student may be excluded from school to protect him or her and prevent others from becoming ill.

Parents are required to turn in updated immunizations each year. The school office will notify parents if records are incomplete or missing. It is the responsibility of the parent to provide the requested records in a timely manner. Students may be excluded from coming to school if records are not updated in a timely manner.

Topic 4-11-05 Health Records

Parents are responsible for updating health records in the school office.

Topic 4-11-06 Medical Appointments

Early dismissal or late arrival for medical or dental appointments is 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.

For additional information on student attendance, see [Attendance](#).

Topic 4-11-07 Medications

Students may only be administered medications that are prescribed for them personally. Any medications they bring to school that are not prescribed for them will be confiscated and they may be subject to appropriate discipline.

The school shall not furnish medications. All medications administered at school shall be provided by the parents/guardians.

- The [Medication Authorization and Permission Form](#) must be provided. This form, which states the nature of the medication, must be signed, and dated by the doctor and the parents/guardians.
- Medication administered at school must be in the original packaging or container and the original label and shall be stored in the school office unless a student is required to carry the medication on his/her person.
- Generally, 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. If a student is seriously at risk without an EpiPen or inhaler on his or her person, the student may receive special consideration.
- A student may not be given medicine prescribed for family members.
- These medication regulations apply to both prescription and non-prescription medications.
- A student who is diabetic is allowed to test his or her blood sugar at school in the health room or office and self-administer medication as necessary. If a student is too young or otherwise unable to self-test his or her blood sugar, a location may make arrangements with the student's family or a trained staff member to assist with testing. All medications must be kept in the school office or nurse's office and appropriately labeled as described above. School employees may not administer injections to a diabetic student except in emergencies unless other arrangements are made in advance.

If parents/guardians do not complete the Medication and Authorization Form by indicating the student's prescribed medication, the parents/guardians will have to come to school and personally administer that medication.

Topic 4-11-08 Communicable Diseases

Readmission After Illness:

A pupil who has been absent from school because of a reportable communicable disease (conjunctivitis, hand-foot mouth etc.) must have a permit issued by the Public Health Department, a physician, or a nurse, before they are readmitted to school. The principal may readmit a pupil absent because of non-reportable communicable diseases such as chickenpox, rubella, and influenza.

Head Lice

For guidance on addressing issues with head lice, see [California Department of Public Health - Head Lice](#).

COVID-19 Guidance and Reporting

Covid-19 (corona virus) guidance and reporting is subject to Federal, State, County and City health directives and is constantly changing as health experts learn more about the virus and its variants. This section is reviewed and updated as needed to comply with the latest information and regulations; therefore, check back regularly.

The following is a summary of the most pertinent guidance and definitions as of September 18, 2023.

Definitions

"Close Contact" means either sharing the same indoor airspace with an infected person, if that indoor airspace is less than 400,000 cubic feet, or being within six feet of an infected person if the indoor space exceeds 400,000 cubic feet, with or without a mask, during the infected person's high risk exposure period for 15 minutes or more over the course of 24 hours. This standard applies to all locations.

"COVID-19 test" in the employment setting means a test for SARS-CoV-2 that is:

(A) Cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the United States Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus (e.g., a viral test);

(B) Administered in accordance with the authorized instructions; and

(C) Not both self-administered and self-read unless observed by the employer or an authorized telehealth proctor, or is otherwise verified, such as a photo of the test results that is time and date stamped. Tests approved by the United States Food and Drug Administration (FDA) or have an Emergency Use Authorization (EUA) from the FDA to diagnose current infection with the SARS-CoV-2 virus may be used. These include both PCR and antigen tests. The test must be administered in accordance with the FDA approval or FDA EUA, as applicable.

"Exposed Group" This definition differs between the workplace and the school settings. ***In the workplace***, it means all employees (including contractors and volunteers) at a work location, working area, or a common area at work, where a COVID-19 case was present during his/her high risk or infectious period. A place where persons momentarily pass through while everyone is wearing a face covering, without congregating, is not a work location, working area or common area. ***In the school setting***, an exposed group includes any group of students who spent more than a cumulative total of 15 minutes (within a 24 hour time period) in a shared indoor airspace (e.g. a classroom) with a COVID-19 case during his or her high risk or infectious period. Please note that which the school setting standard applies to students, but the workplace setting applies to school staff.

"Face covering" means a surgical mask, a medical procedure mask, a respirator mask (N95 or similar) or a mask made of tightly woven fabric or non-woven material of at least two layers. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

"Fully Vaccinated" means the person can document receipt that the person received, at least 14 days earlier, of either a second dose in a two dose COVID-19 vaccine series or a

single dose COVID-19 vaccine. Vaccines must be FDA emergency approved or be listed for emergency use by the World Health Organization.

"Up to Date" means a fully vaccinated person has received a booster vaccination or is not yet booster eligible.

"High Risk Exposure or Infectious Period" means:

*For individuals who develop **symptoms** of COVID-19, the infectious period begins 2 days before they first develop symptoms. The infectious period ends when all of the following criteria are met: at least 5 days have passed since symptoms first appeared, and at least 24 hours have passed with no fever (without use of fever-reducing medications), and other symptoms resolved or have greatly improved.*

*For individuals who test positive but **never develop symptoms**, the infectious period for COVID-19 begins 2 days before the specimen for their first positive test for COVID-19 was collected and ends after 5 days.*

"Respirator Mask" means a respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter, such as an N95 mask.

"Worksite", *for the limited purposes of COVID-19 prevention regulations only*, means the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the high-risk exposure period. It does not apply to buildings, floors or other locations of the employer that a COVID-19 case did not enter. This definition is not the same as the definition of a worksite for general Cal-OSHA purposes.

Governing Law and Recent Changes

Locations are governed by Federal, State, Cal OSHA, and local regulations of COVID-19 matters. General guidance and health orders for each can be found here:

- Federal orders and guidelines can be found here: [CDC](#)
- The State of California's Orders and guidelines can be found here: [State of California](#)
- Cal OSHA regulations can be found here: [Cal OSHA](#)
- The County of Los Angeles recommendations can be found here: [Los Angeles County Health Department](#)

Locations are required to comply with all City and County Health Department Orders, State of California Health Department Orders and, for employees, all Cal OSHA regulations. All locations must follow ADLA protocols and procedures.

Cal-OSHA Requirements

Locations **where employees are regularly assigned to work (work site)** are governed by the California Code of Regulations, Title 8, section 3205. This includes all buildings, offices, schools, rectories, convents, cemeteries, mortuaries, and churches.

Reporting Requirements

In the event a location learns that any employee, clergy or other religious, volunteer, parishioner, student, or parent/guardian is diagnosed with COVID-19, several reporting requirements are involved.

ADLA Reporting Requirements

Schools are no longer required to report **student** cases to the Department of Catholic Schools. However, in the event a school needs assistance for student cases, the school may reach out to the Department of Catholic Schools or the COVID Response Team.

For all other cases, including employees, volunteers, contractors, clergy and other religious, the person in charge shall fill out the Archdiocese of Los Angeles [COVID-19 Report Form](#) and send it to the individuals identified on the Form. Only one positive COVID-19 case may be reported per Form. The COVID Response Team will contact the person filling out the form *upon request* to discuss the case and to provide additional guidance and answer questions.

Additional Reporting for the Worksite

California state law requires that the employer provide the [Notice of Potential Exposure to COVID-19](#) **within one business day**, to employees at the same worksite as an infected person during the individual's infectious period. In lieu of providing individual notice to each employee, an employer may post a notice of potential exposure in a highly visible area.

The State of California and Cal OSHA require employers to report to the local county health department (within 24 hours of the last case) when there are at least 3 linked COVID-19 cases among an exposed group of workers (including contract workers and volunteers) within a 7-day period.

Additional Reporting for Schools

California regulations for schools can be found here: [Safe Schools For All Hub](#).

The State of California requires every private school to notify **its local health officer** of any outbreak of COVID-19 among any students or employees who were present on a K-12 school campus and have tested positive for COVID-19. These are the local health agencies where reports have to be submitted within 24 hours:

Schools in **Los Angeles County** must comply with the [COVID-19 Exposure Management Plan Guidance in TK-12 Schools](#) and report all clusters of 3 or more related COVID-19 cases involving students, visitors and staff within a 7 day period. This can be completed online using the secure web application [SPOT](#) and must be reported within 1 business day of the last case in the cluster.

Screening and Handling Outbreaks and Exposures

Screening:

If you have any of the following symptoms, you might have COVID-19:

- Cough
- Fever or Chills
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

We recommend that students test if they have any of the above symptoms. If negative, students can return to school when symptoms are better. If positive, please report to the administration at principal@stlouisedm.org.

Handling Outbreaks, Quarantine and Isolation

If a location experiences an outbreak, (3 or more epidemiologically linked individuals at a location test positive or are otherwise diagnosed with COVID-19 within a 7 day window) the location, with the assistance of the COVID-19 Response Team if needed, shall report the outbreak to the appropriate health department. See [COVID-19 Report Form](#).

All medical information about individuals infected or exposed to COVID-19 is confidential and subject to privacy laws unless the individual has given written permission to the location to identify him/her.

Quarantine: Please monitor symptoms for a period of 10 days following the last day of exposure and test 3-5 days after exposure. For more details related to quarantine requirements please see: [California requirements for Isolation and Quarantine](#).

Isolation: An infected person who has no symptoms or greatly improving symptoms and has had no fever for 24 hours without taking any fever reducing medications. may leave isolation on day 6 after the start of symptoms, (or if no symptoms, 6 days after the date of the initial test). The day symptoms start is day zero. The infected person may return to work or ministry on day 6 or later. An infected person who leaves isolation on day 6 must wear a face covering at all times for the next 5 days. However, the infected person may discontinue wearing a mask around others between day 6 and day 10 if the person has had two sequential negative COVID-19 tests taken at least one day apart between days 6 and 10.

To calculate the 5th day after the start of symptoms or the initial test date, the first day of symptoms, or the date of the asymptomatic test is day zero (0) and counting begins on the next day.

Topic 4-11-09 Allergies

Allergy Responsive Community

St. Louise de Marillac School works to provide a safe and healthy environment for all students. While St. Louise is not a Peanut and Nut Free school, we are an Allergy Responsive Community. As with many schools, we have a number of students who have documented medical food allergies and other allergies. We want to make all families aware that there are protocols and procedures put in place to protect all students.

We try to accommodate our environment so that all students are treated as fairly as possible. We work together to ensure that the following policies are enforced.

1. The hot lunch program does not provide snacks that contains nuts or peanuts
2. Consideration should be given to those students who have allergies when a class party is planned and it is important to provide at least one thing that can be eaten by the student
3. A “peanut – tree nut” free table shall be provided in the lunch area and made available to students who have allergies. Any child may sit there if their lunch does not contain nuts.
4. Students are asked to wash their hands if their lunch or snack contains nuts
5. Students with allergies may place their lunch separately from those who do not have allergies
6. The parent must alert the child’s teacher about the allergy and provide medical documentation. It is best for parents to meet with the classroom teacher to discuss the allergy and severity.
7. Each classroom teacher will be informed of all allergies and be aware of specific health plans in place to protect students
8. Parent will work with the school administration to develop specific response plans to address concerns for those student with food allergies.
9. Tables will be wiped down before students eat
10. Allergy kits with EpiPens/inhalers/other medications are located in classrooms and should be brought to school events, field trips, etc. If students are in 6-8th grade they have the option to carry their EpiPens on their person

Topic 4-11-10 Student Sexual Conduct and Pregnancy

Should a pregnancy occur involving a student or other minor, the entire school or parish community should offer Christian support to the mother and father to assure appropriate prenatal 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 should meet with the pregnant couple and their parents/guardians to plan for the pregnancy, including discussing alternatives to school and religious education arrangements that are appropriate for the needs, 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 schools 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 father (if known) and mother of the child should be encouraged and assisted to obtain professional medical care and counseling consistent with Catholic teachings, including teachings on the immorality of abortion. The Department of Catholic Schools can assist in the process and serve as a resource for services and referrals.

Topic 4-11-11 Research Projects and Rights of Parents

Topic 4-11-12 Accident Procedures

Responding to an Injury

If an accident occurs and a person is injured, determine if the person needs immediate medical attention. This will depend on how serious the injury is or it appears to be: Is it life threatening (very serious) or non-life threatening (less serious or minor)?

When the Injury is Life Threatening

The school will call 911. Parents shall be notified. The injured person will not be moved he or she is in immediate danger of further injury. School personnel will utilize the information on the emergency card to provide to emergency services. If transport to a hospital is required, school personnel will accompany until parents/guardians arrive.

When the Injury is Not Life Threatening

All injuries are logged in the student health record. If the student has a head injury, parents will be notified. Parents should be sure to have updated phone numbers and emails in Gradelink.

Topic 4-11-13 Student Accident Insurance

The Student Accident Insurance Program is provided for all full-time students in archdiocesan and parish schools. This program supplements other health insurance maintained by the family and 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 school-sponsored and school-supervised activities, including school-sponsored [sports](#), [field trips](#), and [extended school day programs](#). Information concerning the Student Accident Insurance Program should be provided to parents/guardians by each school.

In the event of a [school-related injury](#), the archdiocese accident claim form should be used to make a claim under the Student Accident Insurance Program. See the Myers-Stevens [Diocese Accident Claim Form \(student insurance\)](#) and the Archdiocese of Los Angeles [Incident/Accident Report \(Non-Automobile\)](#). Myers-Stevens offers other insurance that school parents/guardians are not obliged to purchase.

Section 4-12 Privacy and Access to Records

Topic 4-12-1 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 teacher.

Only the principal, as custodian of the records, may authorize 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 search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents/guardians of minors have the right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access. Parents/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/guardian and non-custodial parent/guardian with visitation rights the right to access and examine pupil records. However, only the custodial parent/guardian 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/guardian without visitation rights has no right of access to records of any kind. Questions about releasing pupil records can be directed to the [Office of the Legal Counsel](#).

Topic 4-12-2- Directory Information and Disclosure

Directory Information

"Directory information" means one or more of the following items: a pupil's name, address, telephone number, date and place of 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.

Under California law, directory information is not subject to the same degree of confidentiality and privacy protection as [pupil records](#). However, to the extent possible, the school will minimize access to student residence address, phone numbers and email addresses, unless the parents/guardians consent to broader access. To the extent possible, other users of directory information should also try to minimize access to and distribution of student phone numbers and personal email addresses, unless the parents/guardians consent to broader access.

In no cases should commercial enterprises have access to directory information.

Lists of room parents/guardians, students in each grade, phone numbers, email addresses, and any other personal information about families and students are considered confidential and may be used only for the purposes specified.

Topic 4-12-3 Parent Authorization to Use Student Images, Names, Voices, and or Work

Parent are presented each year with a permission slip that authorizes the use of student images, names, voices and or work. The school must have permission in order to share this information with the public in school publications or social media.

Topic 4-12-4 Verbal/Written Confidences

All school employees must respect the verbal or written confidences of students and adults, except In cases that involve the health or safety of students or others. If the confidence relates to a health or safety issue, the school must promptly notify the pastor, principal, other person in charge, or appropriate authorities, keeping in mind the privacy rights that apply. The school must follow the [archdiocesan policy on reporting suspected abuse of children or vulnerable adults](#).

Section 4-13 Transfer of Records

Topic – 4- 13-1 Student Transfers, Withdrawals and Graduation

Whenever a student transfers, the former school shall provide a copy of the [Cumulative Pupil Record](#) and the original [health records](#) to the intended school when the intended school requests the information and the student's parents/guardians submit a release. The original Cumulative Pupil Record shall remain at the school.

The former school shall record the transfer, reason for the transfer, and name of the school where the student is transferring or entering after graduation.

A school will not give official transcripts to students or parents/guardians.

Principals may be required by the county office of education to report the transfer, withdrawal, or expulsion of any student.

The school grants full credit for all work a student accomplishes up to the time of transfer, withdrawal, or expulsion.

Topic – 4-13-2 Withholding of Records

Under California law, a private school cannot refuse to provide student records to a requesting elementary school or high school because of any outstanding charges, including tuition or fees that the student or parents/guardians owe.

However, students may be prohibited from participating in special events until the tuitions and fees are considered up-to-date.

Topic – 4-13-3 Cumulative Pupil Record

Cumulative Pupil Records

Schools shall maintain a Cumulative Pupil Record that contains full and accurate information for each student. Information should include only the following information:

- Student name, date of birth, residence address and other identifying information
- Parent/guardian name, address, identifying and contact information
- Sacramental information (baptism, first communion, confirmation)
- Enrollment information (entrance, withdrawal, re-entrance, graduation)
- [Standardized test results](#)
- A transcript of classes
- [Attendance information](#)
- A record of the location that receives a copy of pupil records
- [Verification of or exemption from required immunization](#) (recorded through high school graduation)

Cumulative Pupil Record forms are kept on file permanently as hard copies in secure fireproof containers or as electronic copies. Only authorized personnel may have access to these records.

Section 4-14 International Students

At this time, St. Louise de Marillac School does not admit international students.

CHAPTER 5 – ACADEMICS

Section 5-01 – Curriculum

Topic – 5-01-1 Religion Curriculum

The curriculum at archdiocese Catholic Schools integrate the mission of Christ to teacher the Gospel message to all. The archbishop and archdiocese are committed to providing strong academic experiences for students that reflect the teaching mission of the Church. The Catholic school is unique because it is an academic community within a religious community. As a school it is a community of learners and teachers, administrators and parents/guardians, staff, and resource people. At the same time, it is a faith community of young Christians and adults. where Christ the Teacher is present

among them. A Catholic school always has a twofold purpose: learning and believing. It is exemplary when the school blends these well.

Catholic schools are communities of faith and faith formation. They are committed to developing faith-filled, morally aware, and academically strong individuals who are of service to the Church and society.

Catholic schools provide a Catholic education that illuminates academic teaching with Christian principles and prepares students to see Christ in others by the development of their talents. Catholic schools emphasize the importance of faith in the life of the individual and of morality as the life-giving principle that guides students to become self-giving, responsible citizens and leaders.

Jesus Christ gives a transcendent meaning to human existence and this spiritual dimension should inform the intellectual journey of the human person.

With the support of the [Department of Catholic Schools](#), faculty, parents/guardians, alumni, parishioners, consultative boards, and the community, Catholic schools:

- Educate the whole person spiritually, academically, socially, and physically.
- Promote the dialogue among faith, reason, and culture
- Build community through the celebration of the Church's liturgical life
- Defend the goodness, dignity, and freedom of each person
- Foster awareness of moral and social concerns
- Develop leaders for the community

Students from all faith traditions, cultures, and economic backgrounds are welcome and invited to collaborate in fulfilling the mission. All those who quest for truth contribute to and enhance the community.

The goals of the religion program in the Catholic school are to provide an environment for students to encounter Jesus Christ, to form students in the Christian faith, and to provide students with the opportunity to learn about and experience the Church's teachings and practices in an academic setting. Since Christian education and formation is carried out in a community, the entire faculty and staff are responsible for carrying out this goal. Members from all school departments form a faith-based community with students, not only in the classroom and in other school activities but also in planning and implementing the school's various religious activities and events. In this area, the religion department and campus minister together with the principal serve as catalysts and provide leadership and support.

Topic – 5-01-2 Honors/Advanced Placement/International Baccalaureate

Students in Grades 3-8 are eligible to receive recognition for their academic standing. Students may earn the distinction of "First Honors" or "Second Honors".

The following are the requirements for achievement of "honors" recognition:

First Honors

1. GPA of 3.5 or more
2. At least a B/G in behavior
3. Has no Ds or Fs in any subject

Second Honors

1. GPA of 3.0 - 3.499
2. At least a B/G in behavior
3. Has no Ds or Fs in any subject

Citizenship Award is given to students who:

1. Exemplify Christian values through his/her behavior
2. Shows concern for the welfare of his/her classmates

Principal's Award is given to students who:

1. Exemplify the philosophy and goals of St. Louise de Marillac School
2. A different aspect of character development is recognized each trimester

Attendance Award is given to students who:

Have perfect attendance at the end of each school year. If a child is tardy during the school year he/she will not be eligible for the perfect attendance award. Dental and medical absences are not considered excused absences (must be on campus for four hours). Parents need to supply a doctor's note that states the student was at a medical appointment.

Topic – 5-01-3 Homework

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

1. Homework is normally assigned each day and may be assigned on Fridays
2. Projects may be assigned anytime. Because of the workload, students may need to work on weekends and holidays when necessary.
3. Homework is for reinforcement purposes. However, we ask that parents be mindful of the fact that homework assignments are not always written. Research and reading

assignments should be done with as much care as the written assignments. Some long-term projects may be assigned and are considered part of homework.

Time Allotments:

Grades 1-2: Not to exceed one-half hour

Grade 3-4: Not to exceed one hour

Grades 5: Not to exceed one and a half hours

Grades 6-8: Not to exceed two hours

Note: The ability of the individual child may cause a variation in the time needed to complete assignments. Any concerns should be addressed with the teacher.

Topic – 5-01-4 – Graduation Requirements

The graduation requirements for St. Louise School are as follows:

1. Overall passing grades in all subjects and in behavior and work habits.
2. All financial obligations are met by parents.

In order to participate in the graduation ceremony, a student needs to complete the following service hour requirement each school year:

- 5 hours in 6th grade
- 10 hours in 7th grade
- 10 hours in 8th grade

*Please note that hours earned for gold tassel apply to this requirement

Scholarships at Graduation:

In order to qualify for scholarships at graduation, a student must meet the following criteria:

1. Must be in good academic standing
2. Meet the requirements for the particular scholarship (ie. high academic achievement, athlete, Christian Service, etc.)
3. Behavior grade no lower than a "G"

Gold Tassel at Graduation

In order to qualify for gold tassel at graduation, a student must meet the following requirements:

1. Must have a 3.5 GPA (on the Archdiocese grading scale) for each trimester in all subject areas (Religion, Math, ELA, Social Studies, Science, P.E. and Music), in **both** seventh and eighth grade year.

2. A student may not have a "D" or "F" in any subject
3. Must have at least a "G" in behavior for the year in **both** seventh and eighth grade
4. Must have participated in at least one extra-curricular activity (minimum of one quarter) in **both** seventh and eighth grade year.
5. Must have completed 20 hours of service in **each** of the seventh and eighth grade year.

Section -5-02 – Grading Policies

Topic 5-02-1 – Assessments

All students are formally assessed three times per year utilizing STAR Renaissance Assessments (Reading, Math, and Early Literacy). These benchmark assessments are given three times per year to track student progress. Teachers utilize this data to plan appropriate lessons for the group.

In addition, students are assessed informally through tests, quizzes and projects. These assessments count toward their trimester grades.

Topic 5-02-2 – Grading Scale

Grades are given for academic achievement in grades one through eight three times per year. All students are expected to make satisfactory progress. Any student who does not maintain a "C" average may be placed on academic probation. We expect students to complete their work, cooperate with staff, and make every effort to learn. Students are to have all required supplies and be prepared for every class. Students in Transitional Kindergarten and Kindergarten receive a skills based report card three times per year.

Honor Roll

First Honors (Grades 3-8)

1. GPA of 3.5 or higher
2. At least a B/G in behavior

Second Honors (Grades 3-8)

1. GPA of 3.0 - 3.499
3. At least a B/G in behavior

GPA Calculation for grades 3-8

St. Louise Grade Scale

Letter	%	GPA Value
A	95.5-100	4
A-	92.5-95.49	3.75
B+	89.5-92.49	3.5
B	86.5-89.49	3

B-	84.5-86	2.75
C+	79.5-84.49	2.5
C	77-79.49	2
C-	69.5-74.49	1.75
D	64.5-69.49	1
F	0-64.49	0

Class Credits

Individual subjects are weighed differently and have a different class credit value. Core classes such as Language, Math, Reading/Literature, Religion, Science, Social Studies and Spelling (if applicable) are worth 5 credits. Physical Education, Music and Art (if applicable) are worth 2 credits. Behavior and Work Habits are zero credits, and therefore not factored into the GPA, but Behavior must be a B/G or better in order to qualify for Honor Roll.

How do I calculate GPA?

STEP #1: Multiply Class Credits by GPA of Grade.

STEP #2: Tally all Trimester Credits and Points

STEP #3: Divide Trimester Points by Credits

Example:

Class	Credits	Trimester Grade	Trimester GPA Value	Trimester GPA Value x's Credits
Language	5	A	4	$5 \times 4 = 20$
Pre-Algebra	5	B-	2.75	$5 \times 2.75 = 13.75$
Reading/Literature	5	C+	2.5	$5 \times 2.5 = 12.5$
Religion	5	B	3	$5 \times 3 = 15$
Science	5	B+	3.5	$5 \times 3.5 = 17.5$
Social Studies	5	B	3	$5 \times 3 = 15$
P.E.	2	A	4	$2 \times 4 = 8$
Music	2	A	4	$2 \times 4 = 8$
Behavior	0			
Work Habits	0			

	Possible Credits			Total Points earned
	34			109.75

$$\text{GPA} = 34/109.75$$

Topic 5-02-3 – Elementary School Grade Reporting

Gradelink Program

Parents are encouraged to monitor their child's attendance and academic progress through Gradelink, an online student information system for grades 1-8. Transitional Kindergarten and Kindergarten only use Gradelink to track attendance. Teachers update Gradelink on a regular basis. However, it may take two weeks for a teacher to update Gradelink with current data, depending on the type of assignment. For more information about your child's progress, please contact your child's teacher directly. New families will be provided log-in information at the beginning of the school year. Any parent who has questions about accessing Gradelink should contact the school office.

Report Cards

Report Cards for grades TK-8 are distributed three times per year, at the end of each trimester. Deficiency notices for students in grades 1-8 are distributed mid trimester to students who have a C- or below in any academic class. Parents meet for a **required** formal Parent/Teacher Conference after the first trimester. Additional parent/teacher meetings are conducted when requested.

Topic 5-02-4 – High School Grade Reporting

Not applicable

Topic 5-02-5 – Make up Work/Absences

When a student is absent, parents may request work, books or any additional supplies needed. A request must be made by calling the school office. Any requested items can be picked up after 2:00 p.m. Teachers will review their individual make up work policy at the beginning of each school year and provide their class policies to parents. Make up work should be completed in timely manner.

Topic 5-02-6 – Course Deficiency/Failure

Deficiency Notices are sent home at the mid-way point during each trimester. Any student who is receiving a C- or below will receive a Deficiency Notice. These notices will be sent home and must be promptly signed by parents and returned to your child's teacher.

Topic 5-02-7 – Conduct/Citizenship Grades

In addition, to academic grade, students are also evaluated for their behavior and work habits as part of their overall achievement. The expectation is that all students maintain at least a "B/G" in behavior. Not meeting this standard excludes students from honor roll, 8th grade scholarships and gold tassel.

Students at St. Louise de Marillac are held to a high standard for behavior and are expected to represent St. Louise de Marillac School well both in school and during extra-curricular activities. Incidents that occur during school sponsored events are subject to disciplinary actions. In addition, incidents that happen outside of school that directly impact the well being of our students may be investigated by school personnel and subject to disciplinary action.

Section 5-03 – Standardized Testing

Topic - 5-03-1-College Entrance Exam Requirements

Not applicable

Section 5-04 – Recess and Lunch/Nutrition

Each day students have a recess and lunch break at staggered times.

Recess Schedule:

TK and Kindergarten at 9:30 - 9:55

1st - 4th grades at 10:00-10:15 a.m.

5th - 8th grades at 10:15 - 10:30 a.m.

Lunch Schedule:

TK and Kindergarten at 11:15 - 11:55 a.m.

1st through 4th grades at 12:00 - 12:30 p.m.

5th - 8th grades at 12:30 - 1:00 p.m.

Recess and Lunch Supervision

At recess, students are supervised by staff members. During lunch time, students are supervised by staff members and parent volunteers. Students eat for a period of time and wait to be dismissed. Students are expected to follow the direction of staff and parent volunteers who supervise them during this time.

Food Policy for Recess and Lunch

Students should bring a snack each day for recess. Students have two options for lunch. They may bring lunch from home or order through our hot lunch company, Catertots. Catertots is a third-party company that you order lunch directly from through their website. Catertots delivers lunch daily for those who have ordered. In the case that a child does not come to school with lunch, we do offer an "emergency" lunch option. Your child will be given an "emergency" lunch,

and you will be billed through your Blackbaud account. Parent, please limit the number of times that you bring your child lunch. If your child does not have a lunch, we ask that you not bring your child fast food or order for delivery to our school through any food delivery service.

Section 5-05 – Supplies and Textbooks

Students are provided with a supply list during the summer before the new school year. Students may drop off supplies prior to the beginning of the school year on the designated Supply Drop of Day. All supplies should be labeled with the student's name. In addition to regular supplies, students in grades 1-8 should bring an electronic device (Chromebook or laptop work best).

Students are provided with both consumable and non-consumable books. Consumable books may be written in and belong to the students. Non-consumable books should not be written in and must be returned to school at the end of the year. If a student loses or defaces a non-consumable book, the family will be charged for the cost of the book so that it can be replaced.

Section 5-06- Honors and Awards

Students can earn a variety of awards. Each trimester, students can be awarded honor roll, Principal's Award. Teachers also present students with Accelerated Reader Awards and other awards.

At the end of the school year, students can be recognized for the achievements listed above as well as the top three students in each class. The top three student award is based on grade point average. It is possible that there may be a tie.

Section 5-07 – Tutoring

If a student requires private tutoring or parents/guardians wish to have a student tutored in school subjects, the parents/guardians 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, but with prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents/guardians.

All tutors must comply with the procedures and policies St. Louise de Marillac School and the safe environment policies of the archdiocese. See [Safe Environment](#).

Section 5-08 – Academic Probation/Retention/Transfer

Academic Probation

Each trimester, at the midpoint student Deficiency Notices are provided to parents and students. Students who are receiving a C- or below in any subject will receive a Deficiency Notice. Notices should be signed and returned to the teacher. We encourage parents to communicate with the teacher to determine a course of action for student improvement. Students who are failing more than two subjects may be placed on Academic Probation. Parents and teachers will schedule a meeting.

Retention

The school has the right to ask parents to consider retention. We may advise this in the best interest of the child.

Transfers

If parents are transferring to another school, please contact the school office in writing so that students can be officially removed from our school roster. The new school requests school records and they are sent directly to the other school.

Section 5-09 – Counseling

Topic 5-09-1 Counseling Policy

Counseling Policy

The mission and purpose of the school is education. Schools may not assume the responsibility for psychological counseling or therapy because they are not qualified or licensed to do so.

In addition to providing classroom instruction, schools may engage in the following limited counseling activities:

- Provide advice and counseling regarding academic subjects, class selection for high school students, and student progress in school
- Give limited guidance to students who present with non-academic personal issues or situations
- Provide families with referrals to child psychologists, licensed educational psychologists, marriage and family therapists, psychiatrists, and similar professionals for diagnosis and treatment; if the school provides referrals to parents/guardians, the list must include at least three names of qualified people or entities
- Provide career counseling through career information centers and plan periodic career days or career sessions during which students meet representatives of different professions
- Retain, where necessary, appropriate professionals to provide psychological counseling services for the school or include educational testing to assess a student's academic ability, learning patterns, achievement motivation, and personality factors that are directly related to academic learning problems (prior to a contractual relationship, the principal will ensure that the professional is credentialed, licensed,

insured, or otherwise properly qualified); as appropriate, the school may refer a student for specific or additional testing, generally at the expense of the parents/guardians

- Provide high school and college counseling, sharing information with parents/guardians and students about application procedures, entrance exams, scholarships, and financial aid

Topic 5-09-2 Additional Counseling Information

Not applicable

Section 5-10 – Video/Film Policy

Students may be asked to participate in a film or video. The school must have a Parent Authorization to Use a Child's Image, Name, Voice form on file which provides written permission from parents to use a child's image, voice or name in publications or on social media.

Section 5-11 – Summer School

At this time, St. Louise de Marillac School does not offer a summer school program.

CHAPTER 6 – CO-CURRICULAR PROGRAMS AND ATHLETICS

Section 6-01- Before and After School Policies and Procedures

St. Louise de Marillac School offers a variety of after school activities. The purpose of these activities is to develop the interests of the students and create well-rounded children.

All students who participate in after school activities must meet the following requirements:

1. At least a "G" in behavior and effort
2. At least a 2.0 in all subjects
3. Visible effort in academic endeavors

Sections 6-02 – School Field Trips and Excursions

Field Trips

The intent of school field trips/retreats is to provide students with an opportunity to extend and/or apply relevant learning beyond the classroom. These additional experiences must be directly aligned to the educational goals of the school and its mission of nurturing faith, excellence, and stewardship. Students on these trips are considered St. Louise ambassadors and are expected to exhibit the highest level of manners, cooperation, and gracious Christian behavior to their peers, chaperones, teachers and all outside docents and adults. Compliance with school, Archdiocesan

and visiting site rules are expected. Courteous, respectful, engaged and kind behavior is a prerequisite of participation. Students who do not comply with these guidelines, as well as others established by their teacher, may lose the privilege of attending such trips. Safety, especially in these times, is of paramount importance and we recognize that there will be differing opinions about how to ensure optimum safety. We want parents to have a voice regarding safety, however, the teacher and principal make final decisions in this regard. Parents are always welcome to withdraw their child from any trip that they feel is uncomfortable for their child.

Chaperones - General Guidelines

Chaperones provide an opportunity for parents to accompany students on these trips, assist the teacher with class management and learning, and ensure the safety of every child. Chaperone policies can vary from grade level to grade level dependent upon child age, class size, venue requirements, public access, cost, and teacher judgment about the needs for each trip. These decisions are made at the teacher's discretion as he/she is ultimately responsible for the welfare of the students. In all cases, chaperones are under the direct guidance of the teacher and are there to help with ALL children, not just their own. Respectful behavior and cooperation is expected of adult chaperones who must be at least 21 years of age. For all co-ed trips, at least one male and female chaperone will be prioritized. Parents who are not selected to chaperone are not allowed to attend the field trip unless the teacher decides otherwise. This policy minimizes confusion, ensures that the trip is organized and that all students are accounted for and focused on the learning.

Selection and Requirements of Chaperones

Teachers will share their written chaperone policy with parents early in the school year, preferably at Back to School Nights. Prior to the trip, parents will be notified, via email or letter, about the details of the trip (destination, times, cost, lunch, transportation, and any venue requirements). Depending upon the location, transportation may include either private car or bus. For most trips, teachers reserve buses as the preferred form of transportation whenever affordable. For other trips, teachers may enlist parent drivers.

All chaperones must be Virtus trained and fingerprinted. In addition, parent drivers must also provide a copy of their driver's license and proof of insurance. This paperwork must be on file with the school office *prior* to volunteering as a driver/chaperone. It is very important that chaperones drive directly to and from the field trip site. DO NOT STOP anywhere else along the way. The number of chaperones and drivers is determined by the number of students needing transportation, and will be determined by the teacher. Teachers will also determine any type of needed student groupings for transportation and at the site. Field trip forms will indicate which form of transportation will be used.

Room parents generally have first priority in becoming chaperones but there will be opportunities for other parents to chaperone on most trips. This is done because room parents tend to know the children and teacher better and have more direct contact with the daily operations of the class. Nevertheless, we do try to give other parents opportunities to chaperone as well. We believe this is a valuable parent experience and we appreciate parent volunteerism. We also consider that not all parents can be room parents but might still wish to volunteer in this capacity - so equity concerns are considered. If a room parent cannot attend the field trip, the teacher will assign his/her replacement.

Chaperone Responsibilities

The responsibility of a chaperone should not be underestimated. The teacher has entrusted you with the welfare and safety of ALL children in your group, and attention to this purpose is the top priority. As a chaperone, we ask that you minimize personal cell phone time, stay focused on the children (not socializing with other parents), and arrive to destinations on time! Please do not use

your cell phone when transporting students for the safety of all in the vehicle. Children need to be supervised at lunch (where applicable) and throughout transportation - whether in a bus or car. We ask you to support the expectations the teacher has set forth to ensure a safe, educational, and enjoyable trip for all! Should you have any non-related field trip concerns, take these up at a later time, NOT during the actual field trip where the teacher must focus all of his/her attention on the students and trip.

Emergencies

In the rare event of an emergency, follow the directions of the teacher and/or the site director. Cell phones can be used to contact 911 as long as communication is clear among the adults and the teacher is unable to do so. It is suggested that all parents and the teacher add the site contact number to their phones that is used to contact personnel for immediate assistance. Most sites have disaster plans in place that would be activated immediately in the event of an earthquake, or other major safety incident.

Section 6-03 – Transportation

Parents are responsible for transporting students to and from school. Those authorized to pick up a students should be listed in Gradelink (Student Information System). Should someone else be picking up your child on a particular day, parents should notify the school office in writing who will be picking up the child on that given date. Parents who would like their child to walk or ride a bike home should notify the school in writing that they give students permission to walk or ride a bike home.

Section 6-04 – Student Government

Topic 6-04-1 Election Rules

Students going into grades 7 and 8 may run for Student Council. Eligible students are determined by good standing with the grades, behavior and attendance. Those that meet eligibility requirements are provided campaign rules in which they must adhere. On election day, students give a speech that has been pre-approved by Student Council Moderators. Students vote digitally. Students who do not win the position that they ran for may be eligible for a "Member at Large" position.

Topic 6-04-2 Authority

St. Louise de Marillac School has an active Student Council Program. Its primary functions are service, to facilitate communication between students and faculty, plan activities and to develop leadership skills. The Student Council meets regularly to discuss student issues and plan activities. Elections are held each spring. Student Council moderators oversee the Student Council Officers. Activities must be pre-approved by administration.

Section 6-05 – Clubs/Organizations/Honor Societies

There are several clubs on campus that students may participate in which include robotics, choir, speech and debate, young men's club, academic decathlon, and math team. Students must be eligible to participate in both grades and behavior. Some clubs/teams have a limited number of space available and have individual written requirements that are presented to students prior to the first meeting.

Section 6-06 – Dances

Topic- 6-06-1-1 Formal Dances (Homecoming, Winter Formal, Prom)

Not Applicable

Topic 6-06-2 Graduation Celebrations/Grad Night

Students have an on-campus graduation luncheon and dance hosted by grade 7. In addition, students have the opportunity to go to a theme park with their class. Both of these events are a privilege to attend. Student may be withheld from either or both of the events for poor behavior or for those who have a remaining tuition balance.

Section 6-07 – Student Publications

Topic 6-07-1 Student Publications

All student publications (yearbook and newspaper) are led by a faculty moderator who works with students to oversee deadlines, editing and final published material.

Topic 6-07-2 Additional Student Publications Information

Not Applicable

Section 6-08 – Parent/Guardian Release for Student or Minor (Noncommercial)

All parents sign the mandatory form annually at registration. Parents indicate on the form whether we have their permission to use their picture, voice, or name in publications, online or social media.

Section 6-09 – Class Rings (High School only)

Not Applicable

Section 6-10 – Student Identification Cards

Student identification cards are provided yearly to students through the school picture company.

Section 6-11 – Yearbook

All students receive a yearbook at the end of each school year. Students are provided time to sign one another's yearbook. All messages should be appropriate in nature.

Section 6-12 – Athletics

Topic: 6-12-01 School Athletics Handbook (if applicable)

St. Louise de Marillac Schol maintains an active Athletic Program, through the physical education program for grade Tk-8 and the after-school programs for grades 3-8. Boys and girls teams compete with other schools in league and tournament play through the Catholic Youth Organization (CYO) Program. The purpose of our after-school sports program includes the following:

1. to teach sportsmanship
2. to overcome tendencies toward excessive competition
3. to acquire ability and physical coordination
4. to learn to follow rules
5. to practice self-control

In order to participate in the sports program, every athlete must:

1. Register with the Booster Club, pay the sports fee and participate in the yearly Booster Club Fundraiser (buyout is available)
2. Follow the rules of St. Louise de Marillac School, the coach and CYO (Catholic Youth Organization)
3. Obtain and be responsible for your own transportation to and from practices, games, tournaments etc.
4. Be picked up on time for practice and games/tournaments/competitions (any student not picked up on time will be assigned to Daycare and charged the appropriate fees)

Sportsmanship

All athletes must remember that sportsmanship is key. Our attitudes must be those, which exemplify Catholic Christian behavior. We expect player, coaches and spectators to conduct themselves in an appropriate manner at all events. We ask all to behave in a well-mannered and respectful way at all times and represent St. Louise well at all events, both on and off campus.

Booster Club

The Athletic Program is fully supported by the St. Louise de Marillac School Booster Club.

Topic: 6-12-02 Sports by Season Pep Squads, Cheer

Fall Sports - Girls' Volleyball (A and B Level), Football (A and B Level), Cross Country, Cheer

Winter - Girl's Basketball (A and B Level), Boys' Basketball (A and B Level), Cheer

Spring - Boys' Volleyball (A and B Level), Boys' and Girls' Soccer, Track, Cheer

The availability of the teams is determined by the number of interested students as well as availability of coaches.

Topic 6-12-03: Selection Process/Requirements for Participation

Students who wish to participate in after-school sports must try-out during the designated times and sign and agree to the terms of the "Sports Contract".

Students must also maintain academic and behavior grades will be pulled from the team until the next grading period. Every athlete must maintain:

1. a 2.0 GPA in all subjects
2. Maintain a "G" in behavior and effort

Topic 6-12-04: Athletic Medical Clearance

Not Applicable

Topic 6-12-05: Injuries and Accidents

Injuries that are sustained at a school sporting event should be reported immediately to the Athletic Director who will notify the school administration. An incident report will be filled out by school personnel.

Topic 6-12-05: Athletic Fees, Equipment and Uniforms

Athletic fees and fundraising covers the cost of the school athletic program that includes the Athletic Uniform, equipment, registration and referee fees. There may be an additional cost for basketball uniforms.

Topic 6-12-07 Discipline Policies and Procedures for Athletics

Sportsmanship:

All athletes must remember that sportsmanship is key. Our attitudes must be those, which exemplify Catholic Christian behavior. We expect our players and coaches to conduct themselves in an appropriate manner at all events. Every athlete must always behave in a well-mannered and respectful way, especially when playing games or participating in a tournament/competition at an off-campus site. Any athlete found to not show good sportsmanship in word or actions may be suspended from play or not able to participate in St. Louise de Marillac School Athletics. CYO (Catholic Youth Organization) does not tolerate any physical altercation which will result in a suspension or dismissal from a team. St. Louise de Marillac School supports any decision made by CYO.

Topic 6-12-08: Varsity Jackets and Sweaters

Not applicable

Topic 6-12-09 Sportsmanship Code for Spectators

The sports program at St. Louise de Marillac School stresses the importance of good sportsmanship. We ask that spectators also remain well behaved and respectful toward

coaches, other teams and referees. The school reserves the right to ask spectators who do not represent St. Louise well to not come to future sporting events.

Topic 6-12-10 Coach/Trainer Certifications (Play Like a Champion)

All coaches participate in "Play Like a Champion" program and are certified through CYO.

Topic: 6-12-11 CYO/CIF

St. Louise de Marillac School participates in the [Catholic Youth Organization](#) (CYO) and follows all policies set forth by CYO. All volunteers and paid personnel who [coach at the elementary school level](#) must be certified through the [CYO Play Like a Champion Today](#) program as well as be VIRTUS trained.

CHAPTER 7 TUITION AND FEES

Topic 7-1- Tuition and General Fees

St. Louise de Marillac School is a tuition-based school. Parents have the option of choosing to pay tuition over 10 months (July to April) or 12 months (July - June). Parents with 8th grade students must choose the 10-month option and all tuition and fees must be paid by April 30th. Tuition is due by the 10th of each month by 9:00 p.m. Failure to make a tuition payment by the 10th of the month will result in a late fee. Parents may have one late fee waived per year.

Additional fees include a one-time registration and application (new students only) fee, daycare fees (monthly or daily rates are available), and any class fees. All additional fees are added to the Blackbaud account for payment.

Topic 7-2-Tuition Collection

Tuition is collected through a third-party company called Blackbaud. All families, upon entrance into the school will set up a Blackbaud account. Parents have the option of having tuition and any other fees deducted from a designated account or can manually go onto their Blackbaud account to make a payment.

Topic 7-3- Tuition Assistance

Tuition Assistance applications are available around March of each year. Families must apply during that time in order to be considered for an award. Parents must fill out an application for each of their children and attach a copy of their most current tax documents. In addition, parents should write a letter stating why they should be considered for tuition assistance. Two possible sources of aid are through the Catholic Education Foundation (CEF) and locally raised tuition assistance. Awards are based on the financial information provided. If an award is granted from either source, parents will be notified, and your account will be adjusted to reflect the award.

Topic 7-4 – Parent Service and Fundraising Requirements

MANDATORY SERVICE HOURS/FUNDRAISING REQUIREMENTS

1. If a family chooses to pay a fee in lieu of serving the MANDATORY 40 service hours, the fee is \$1000.00. * Half of the payment will be due in January and the balance will be due in April. (\$25.00 per hour).
2. SCRIP Fundraiser* – Scrip involves purchasing gift cards from Shop with Scrip. Each card has a profit amount that is donated back to the school. Each family is expected to raise \$200 in profit. The profit that exceeds this \$200 requirement from your SCRIP purchases (made between April 1-March 31), less a 10% service fee, will accumulate and will be applied to your family's tuition account three times a year (August, December & April). SCRIP vouchers are non-refundable/non-transferable. A \$200 buy-out option is available.
3. Move-a-thon Fundraiser/Color Run* – Each child is required to raise \$100 in sponsorships. A \$100 buy-out option is available.
4. Carnival Raffle Tickets – 5 books at \$20 per book (total of \$100) (per child)

The 40 service hours must be completed by April 30, 2024

*** These are separate amounts which must be paid if requirements are not met.**

Topic 7-5 – Costs/Fees (when applicable for field trips, supplies, sports, senior fees, etc.)

Additional fees such as field trip costs, sports fees, special event fees (graduation, sacrament etc.) are billed separately via Blackbaud. These fees vary per grade level.

CHAPTER 8: DISCIPLINE

Section 8-1 – Philosophy

Topic 8-1-01 – Discipline and Procedures

St. Louise de Marillac School main purpose is to provide students a quality, morally based education. This can be accomplished if all work respectfully together. Discipline in a Catholic School is an aspect of moral guidance with the goal of providing students with a school climate that is conducive to learning and one that provides character development. Discipline is maintained in the classroom or school when students work cooperatively with the principal, teacher, and classmates towards the attainment of class and school objectives.

If a student's behavior detracts from the school environment regularly, students may be sent to the school office, given a detention or suspension. Continual offenses may necessitate parental conference and or suspension. Documentation of student behavior may become a part of a child's records. If a parent is uncooperative or non-supportive of school policies this will warrant a conference with the parents and teacher. In such cases the school has the right to ask the parent to find another school for their child. The principal in consultation with the pastor, is the final recourse in all discipline matters and has the ability to determine appropriate consequences based on the severity of the infraction.

Topic 8-1-02 – Disapproved Disciplinary Measures

The following disciplinary measures are disapproved:

- All corporal punishment, including shaking and slapping
- Language that belittles or ridicules a student, his or her parents/guardians, or his or her family background
- Using religious exercises as punitive measures
- Bizarre and unusual punishments
- Withholding or altering rightfully earned academic grades
- Any disciplinary action that isolates a student without proper supervision

Topic 8-1-03 – Detention

DETENTION

Detention for students in grades five through eight is 30 minutes and held on Wednesdays. Detention for lower grade students in grades one through five is fifteen minutes and is also held on Wednesdays. Parents are given at least 24-hour notice. Detention slips are to be signed and returned to the teacher. If a detention is missed for a medical reason, a doctor's medical note must be given for any missed detention.

Grades 1-8

Detentions are given for misbehavior, disrespect, physical contact or disobedience.

Misbehavior is defined as any action which is inappropriate in the classroom, in church or on the playground. The classroom is anywhere a lesson is taking place. i.e. the hall or a field trip.

A citation may be issued when the **third** detention is received in grades 1-8. Citations may be issued for a first offense if it is deemed serious and require parents to meet with the principal.

A student receiving three citations may be placed on a contract, home study or expelled.

Students who are in violation of the uniform policy will be given a uniform infraction slip. A student will receive a detention after three uniform violations.

-

Topic 8-1-04 – Behavior Agreement/Probation

If a student shows patterns of inappropriate behavior, the school has the right to place a student on probation. A written behavior agreement will be presented to the parents and

students that includes expectations for appropriate behavior as well as consequences for inappropriate behavior which may include suspension or expulsion from the school.

Topic 8-1-05 – Suspension/Disciplinary Measures for Grave Offenses

Conditions of Suspension:

Any of the reasons listed for expulsion with mitigating circumstances is adequate cause for suspension of a pupil (Archdiocesan Code 5400.7).

1. Fighting and/or pretending to fight
2. Any type of truancy.
3. Involvement in a criminal proceeding.
4. Consistent defiance of school rules, personnel, or administration.
5. Disrespect.
6. Lack of cooperation.
7. Receiving three citations.
8. Harassment.
9. Public and overt breaches of Catholic moral teaching.
10. Kissing or other inappropriate behavior of a similar nature between students on the school campus, or any school activity including sports and field trips.

The principal shall schedule a conference with the suspended student's parents/guardians to discuss matters pertinent to the suspension, especially how the parents/guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference.

Two or more suspensions during a school year may be grounds for expulsion.

Topic 8-1-06 – Expulsion

In some instances, expulsion is automatic depending on the severity of the offense. Reasons for expulsion include, but are not limited to, the following offenses committed by students:

1. Actions gravely detrimental to the physical, moral and spiritual welfare of others.
2. Habitual profanity or vulgarity.
3. Bullying or harassing school personnel or other students.
4. Assault, battery or any threat of force or violence directed toward any school personnel or student.
5. Open persistent, defiance of authority or the teacher or the principal.
6. Continued willful disobedience.
7. Use, sale, distribution or possession of narcotics, drugs or any other controlled substance.

8. Use, sale, distribution, or possession of any alcoholic beverage on or near school premises.
9. Smoking or possessing tobacco.
10. Willful destroying, cutting, defacing, or otherwise injuring in any way, property, real or personal belongs to school, staff, or student.
11. Habitual truancy (Art.6102.1c)
12. Possession of weapons or materials that can be used as weapons.
13. Theft.
14. Misuse, inappropriate use of school computers and/or Internet access.
15. Threatening school personnel or fellow students.
16. Public and overt breaches of Catholic moral teaching.
17. Membership in, active involvement in or affiliation with a gang or group responsible for coercive or violent activity is grounds for expulsion.
18. Forging signatures.
19. Cheating or plagiarism.
20. Actions in or out of school which are detrimental to the school's reputation.
21. Violation of the Electronic Communications Policy policies and guidelines.
22. Inappropriate conduct or behavior unbecoming a student in a Catholic School.

In cases where students show no signs of cooperation and are a continual disruptive force – the principal reserves the right to request that parents withdraw their child/children from the school immediately. In the event the parent refuses to withdraw the student, the principal has the right to expel the student from St. Louise de Marillac School.

Topic 8-1-07 – Academic Dishonesty

Students are responsible for the completion of their own work and studying appropriately for assessments. Teachers review examples of academic dishonesty in their classroom. Academic dishonesty is not tolerated and will result in a reduction of the grade for the assignment as well as a detention. Repeated instances of academic dishonesty may result a suspension.

Topic 8-1-08 – Harassment, Bullying, and Hazing Policy

Student Harassment, Bullying, and Hazing Policy

St. Louise is committed to providing 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 is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential manner that is appropriate to the claim.

Credible acts of harassment, bullying, or hazing by a student will result in disciplinary

action up to and including dismissal of the student. Students who file false or frivolous charges will also be subject to disciplinary action up to and including dismissal.

Harassment and Bullying

Harassment or bullying occurs when an individual is subjected to treatment that is hostile, demeaning, intimidating, or threatening, and communicated in person, in hard copy, or electronically, including on social media. A determination that a student has engaged in harassment or bullying does not require that the conduct meets applicable legal standards. Examples of harassing or bullying conduct, which can occur once or habitually, include:

- Derogatory, demeaning, humiliating, inflammatory, intimidating, or threatening words spoken to, written to, or written about another person
- Unwanted physical touching, contact, or assault
- Deliberate impeding or blocking of another's movement
- Intimidating interference with normal work or movement
- Derogatory, demeaning, inflammatory, intimidating, or threatening gestures, posters, cartoons, drawings, images, and photos
- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature

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.

Cyberbullying or cyber harassment occurs when students bully or harass each other using electronic devices. This can include but is not limited to:

- Sending inappropriate texts, emails, or instant messages
- Posting inappropriate pictures, videos, or messages about others on blogs, social media, or websites
- Using someone else's username to spread rumors or lies about another person

Hazing

Hazing is any method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to any student or other person. All hazing is prohibited.

Topic 8-1-09 – Student Threats

- All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any

threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal will notify the police and the Department of Catholic School immediately.

- The student who has made the threat will be kept in the school office under supervision until the police arrive. The parents/guardians of the student who has made the threat will be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, will be notified immediately.
- The student who has made the threat will be suspended until the investigation by the police and school has been completed.
- The decision to re-admit a student who has made a threat will be made by the principal and pastor on a case-by-case basis.
- Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. The police may be notified and these actions may result in suspension or removal of a student from school.

Topic 8-1-10 – Substance Abuse and Possession of Alcohol or Controlled Substances

Any student in possession of alcohol or a controlled substance is subject to expulsion. In addition, the appropriate authorities will be contacted.

Topic 8-1-11 – School Searches

School Searches

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

If administration have a reasonable suspicion that the student has violated or is violating the law or a school rule, school officials do not need a warrant or permission from parents/guardians to conduct the search.

A "reasonable suspicion" may be established in many ways, including but not limited to personal observations, information provided by third parties or other students, or tips provided by law enforcement.

Whenever a school official conducts a search of a student's person or personal effects, an adult witness will present. The school will notify the student's parents/guardians of any search of a student's person or personal effects.

Student Cooperation

If a student refuses to cooperate in a reasonable search of school or student property (including electronic devices), the school may call the student's parents/guardians and/or

the police for assistance.

Confiscating a Student's Personal Property

If any of the student's items are confiscated, the person in charge will document the confiscation and when possible, take a photograph of the place where the confiscated object was found and of the object itself. Students will be asked to sign a form to acknowledging that the item was in his or her possession at the time it was found.

CHAPTER 9: LAW ENFORCEMENT

Section -9-1-Interview and Removal from School of Student by Police Officers

Student Removal by Law Enforcement

A properly identified representative of a law enforcement agency or [Child Protective Services](#) has the right to enter a school to take a student into temporary or protective custody or to make a lawful arrest of a student. In the case of an arrest, the person in charge shall request to see the warrant for the student's arrest or court order issued by the juvenile court. A warrant is not necessary if the officer has reason to believe that the student has violated the law and makes an oral statement to this effect. The person in charge and at least one other staff member should be present to hear and witness the officer's oral statements.

The officer or representative may also remove a student from school with the permission of the student's parents/guardians. In the case of exigent circumstances, such as immediate threat of harm to the student or others, the student may be removed by law enforcement without the permission of the parents/guardians.

The [Office of the Legal Counsel](#) and the regional superintendent should be notified as soon as possible.

Section – 9-2-Interview of a Student during School by a Police Officer

Student Interviews by Law Enforcement

In performing their official duties and upon presenting proper identification to the principal or his or her designee, duly authorized representatives of law enforcement agencies and [Child Protective Services](#) shall be allowed to interview students in those cases where an interview outside of school hours is impossible or impractical or would duly interfere with the enforcement of law.

Law enforcement officers have the right during the school day to interview students who are suspects or witnesses. Child Protective Services representatives may conduct interviews to investigate reported child abuse or neglect.

Before releasing a student for an interview, the person in charge must confirm that the person seeking the interview is properly authorized and presents appropriate identification as well as confirm that the interview is being conducted as part of the interviewer's professional duties.

In the archdiocese it is the policy that the person in charge should inform the parents/guardians that such an interview will take place, except when law enforcement or the agency has a specific

reason to not inform the parents/guardians. In all events, it is the policy of the archdiocese that an adult, either a parent/guardian or a school staff member, will be present for any interview unless the student being interviewed elects otherwise.

Section – 9-2-Informing the Parent or Guardian When a Student Has Been Removed for School by a Police Officers

Informing Parents/Guardians about Removal

While it is primarily the role of the law enforcement officer to notify the parents/guardians that a student has been taken into custody, the person in charge shall also take immediate steps to notify the parents/guardians about the release of the student to the officer and where the student has reportedly been taken. See [Removal of a Student from School during School Hours](#). However, the person in charge shall not notify the parents/guardians when a student has been removed from school as a victim of suspected child abuse or the officer has specifically requested that the student's parents/guardians not be notified. In the case of suspected child abuse, the officer will determine whether to notify the parents/guardians that the student has been removed from school. See [Removal of a Student from School during School Hours](#). The person in charge shall provide the officer with the address and phone number of the student's parents/guardians.

The person in charge at the location should always obtain the following information:

- The name of the law enforcement officer or Child Protective Services representative
- The officer's badge or ID number
- The phone number of the police station
- Instructions from the officer regarding parent/guardian inquiries concerning the whereabouts of the student

CHAPTER 10: ELECTRONIC USAGE POLICY

Section 10-1-Electronic Devices

Topic 10-1-1-Acceptable Use and Responsibility Policy for Electronic Communication

Each student is required to submit a signed Acceptable Use and Responsibility Policy for Electronic Communications which outlines the acceptable use of technology.

Topic 10-1-2-Internet Safety Policy (CIPA Compliance)

CIPA

The United States Congress enacted the **Children's Internet Protection Act (CIPA)** "in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program—a program that makes certain telecommunications services and products more affordable for eligible schools and libraries. In early 2001, the FCC [[Federal Communications Commission](#)] issued rules implementing CIPA and provided updates to those rules in 2011" (source: fcc.gov).

INTERNET SAFETY & CIPA COMPLIANCE

In compliance of CIPA, St. Louise de Marillac School seeks to provide a safe online experience for students. Google Classroom, for example, is utilized as a technology protection measure to provide a safe and protected umbrella for students with our school specific domain and administrative control restricting emailing and digital applications. Furthermore, in terms of public notice/hearing, St. Louise de Marillac School shares information with parents, and , at back to school night meetings as well as with the staff at the August Orientation and teachers at faculty meetings at school, where discussion on technology usage in class/supervision is addressed. In addition, for proper use of electronic devices and Internet safety, the school has established Acceptable Use and Responsibility Policies for Electronic Communications (AUPs), which students and parents are required to acknowledge with a signature affirming these policy expectations.

To further support Internet safety and be CIPA-compliant, the school utilizes a Digital **Citizenship** program through Common Sense Media that is taught to all students in Kindergarten through 8th grade.

Topic 10-1-3- Prohibited Practices

Prohibited Practices

Users of all electronic communication systems, devices, or materials covered by the [Acceptable Use and Responsibility Policy for Electronic Communications \(Archdiocesan AUP\)](#) shall NOT:

1. Access or manipulate devices, services, or networks without permission or express authority
2. Create any internet presence (e.g., website or social media account such as for TikTok, Twitter, Snapchat, Instagram, Facebook, YouTube or GoFundMe) that uses the name of the Location or the archdiocese unless the presence is owned or controlled by the Location or the archdiocese
3. Use the name, logo, identifying photograph, mission statement, or other singularly identifying information of the archdiocese or a Location on a website or other social media in such a manner that readers/viewers are lead to believe that the website or social media are official sites or media controlled by the Location itself
4. Post or cause public distribution of any personally identifying information without authority, permission of, or review by a responsible adult person (in the case of [information about a minor](#)), or without permission or review of a person in charge. Personally identifying information includes but is not limited to names or screen names; telephone numbers; work, home, or school addresses; email addresses; or web addresses/URLs of social networking sites or blogs
5. Post or distribute any communications, videos, music, or pictures that a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory, or bullying
6. Post, distribute or knowingly view or access pornographic, indecent, or brutally violent materials

7. Post or distribute sexual comments or images, racial or ethnic slurs, or other comments or images that would offend a reasonable person on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status
8. Engage in [improper fraternizing or socializing between adults and minors](#)
9. Engage in [cyberbullying](#), sexting, shaming, or other abusive online behavior
10. Post or send chain letters or engage in spamming (sending annoying, unnecessary, or unsolicited commercial messages)
11. Record any telephone, video, online meeting, remote learning session, or other conversation or communication without the express permission (e.g., by prior announcement of recording) of the other participants in the conversation or communication, except where allowed by law
12. Engage in "pirating" or unauthorized use, copying, acquisition, or distribution of [copyrighted materials, music, videos, film, or software](#) (regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes; see the [Archdiocese of Los Angeles Copyright and Video Screening Policy](#))
13. Upload, download, view, or otherwise receive or transmit trademarked, patented, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights
14. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or the assignment as given by a responsible adult
15. Damage, alter, disrupt, or gain unauthorized access to devices or systems (e.g., use another person's passwords; trespass on another person's folders, work, or files; or alter or forward email messages in a manner that misrepresents the original message or message chain)
16. Give unauthorized persons access to archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communication systems (e.g., by unauthorized use or disclosure of passwords)
17. When conducting business or ministry for a Location or the archdiocese, use any email service, file storage/file-sharing services, or other communications and collaboration service that has not been explicitly approved by or is not, either by written agreement or other documented means, under the control of the archdiocese or Location (i.e., do not use personal Yahoo, Gmail, Hotmail or social media accounts for official Location or archdiocesan business or ministry)
18. Introduce or install any unauthorized software, virus, malware, tracking devices, or recording devices onto any device or system
19. Bypass (via proxy servers or other means), defeat, or otherwise render inoperative any device or network security systems, firewalls, or content filters

20. Allow any minor to access the Internet on archdiocese or Location communication devices that do not have active, monitored filtering of prohibited materials (see [Internet Safety Policy](#))
21. Allow any minor to use email, chat rooms, social networking sites, applications, or other forms of direct communications at the Location without monitoring (see [Internet Safety Policy](#))
22. Use electronic communication devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the [Federal Communications Commission](#) (FCC) or that would violate FCC rules or policies
23. Violate any other applicable federal, state, or local laws or regulations.

Topic 10-1-4-Consequences for Violations

Consequences of Violations

Violations of this policy 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 local or other law enforcement, and other appropriate action.

Topic 10-1-5-General Security and Email Policies

St. Louise de Marillac School sets up an individual email for students.

1. All users should use care in creating email, text, video, still images, instant or voicemail messages, or any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system; it may be restored, downloaded, recorded, or printed; or it 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.
2. Mass emails, group texts, or postings to groups such as "All Employees," "All Parents/Guardians," "All Seminarians," "All Parishioners," and the like must be approved by the person in charge of the Location before the messages are distributed.
3. Archdiocese and Location systems, devices, and materials are not private and security cannot be guaranteed. User IDs and passwords are intended to enhance system security, not to provide users with personal privacy.
4. User account passwords for systems that are not controlled by a centralized user directory or authentication system must be on record with the person in charge of the Location. At least two authorized persons should have access to these accounts, one of whom should be the person in charge.
5. Do not disclose User IDs and passwords to unauthorized parties or share with other employees, students, or volunteers. User accounts, including those for group meeting platforms, are intended to be used only by the assigned party/host.

6. Change passwords to user accounts regularly. Avoid using the same password for user accounts with different providers.
7. All information systems that create, store, transmit, or otherwise publish data or information (e.g., a website) must have authentication (ability to verify the identity of the user) and authorization systems (e.g., individualized user accounts) to prevent unauthorized use, access, and modification of data and applications.
8. Any electronic medium that is intended for use by the general public may allow access as long as the medium does not allow unauthorized posting and modification of the official information.
9. All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with current virus detection software. Immediately report any viruses, malware, tampering, or other system breaches to the person in charge of the Location.
10. Back up critical information periodically onto backup storage. Store backed-up information in a safe place or the cloud that is 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.
11. Protect computer networks, physical hardware and backup media from unauthorized use. Both local physical access and remote access must be controlled.
12. Complete archdiocesan information is accessible exclusively through the [Archdiocesan Community Email Services](#) (ACES) and all employees, clergy, volunteers and similar users are encouraged to obtain and use an ACES account as their preferred business and ministry account.

Topic 10-1-6-Bring Your Own Device Policies

Bring Your Own Device (BYOD) Policy for Students

St. Louise de Marillac School is committed to assisting students in becoming responsible digital citizens. We can do so by giving students authentic experiences that build their skills in collaboration, creativity, communication, and critical thinking and that prepare them for their current and future educational experiences and careers. The Bring Your Own Device (BYOD) policies are designed to meet this objective for students who bring or use their own electronic devices in schools or parishes or as part of their studies and faith formation.

Students may bring personal electronic devices to Locations for educational purposes with the approval of the school administration. While at school, students are required to connect to the school's filtered network connection that is compliant with the [Internet Safety Policy](#).

Responsibility for Personal Devices and Their Use

- All students and their families are required to follow the [Acceptable Use and Responsibility Policy for Electronic Communications \(Archdiocesan AUP\)](#).
- Students are solely responsible for their own personal devices and are to permanently label devices with identifying information.

- The Location assumes no financial or other responsibility for personal devices if they are lost, loaned, damaged, or stolen.
- Personal devices are subject to investigation in accordance with the [Archdiocesan AUP](#) and the Archdiocesan Administrative Handbook (see [School Searches](#)).
- Students are expected to keep their devices safe and secure at all times.
- If a student uses a personal device or any of its functions in a manner that intentionally violates the Location's policies or the [Archdiocesan AUP](#), the student will be subject to disciplinary consequences.

Each Location may develop its own additional BYOD guidelines to accommodate its individual situation, but all guidelines must be consistent with the policies in [Communications Policies](#) and [Students and Families](#). Parents/guardians must sign the [Bring Your Own Device Policy Acknowledgement Form](#) indicating their agreement with the Location's BYOD Policy.

Topic 10-1-7 BYOD Policies for Staff and Volunteers

Bring Your Own Device (BYOD) Policies for Clergy, Religious, Staff, and Volunteers

This policy applies to any electronic communications devices not issued or owned by a Location or the archdiocese and used on Location or archdiocesan premises during business or school hours for business or school purposes; it also applies to any personal electronic communications device that is used in such a manner that the archdiocese may be held responsible for its use.

CHAPTER 11: PARENT STUDENT POLICY AGREEMENT FORM

Our family has received and read the St. Louise de Marillac School Parent/Student Handbook. We are aware of, understand, accept, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended. We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures on the handbook form indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

