

# ST. JOHN FISHER PARISH SCHOOL

## Parent Student Handbook 2014-2015



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Rancho Palos Verdes, CA 90275

310-377-2800

[www.schoolspeak.com/schools/sjf](http://www.schoolspeak.com/schools/sjf)

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# SECTION A: GENERAL INFORMATION

## PHILOSOPHY

We work in partnership with parents to provide a quality Catholic education for our students.

We promote academic excellence in our standards based curriculum and assessment and provide an atmosphere which is conducive to learning.

We believe that each child is a unique creation of God.

We are committed to developing each child's gifts by offering support, inspiration, and a variety of curricular and extra-curricular activities.

We empower students to strengthen their personal relationship with Christ by modeling the Catholic faith, and integrating Catholic values and traditions throughout the school.

We help our students recognize and adopt strong moral values and take an active role in their personal development.

We prepare our students to participate both in the spiritual and liturgical life of the parish community.

## MISSION STATEMENT

In partnership with parents, St. John Fisher Parish Elementary School is dedicated to teaching the Catholic faith, promoting academic excellence, and producing caring, contributing, cooperating community builders. Our daily emphasis is:

“Go in peace to love and serve the Lord and one another.”

## HISTORY OF THE SCHOOL

On May 19, 1961 Cardinal James McIntyre established a new parish named St. Peter Alcantara, and Msgr. Thomas J. McCarthy became the founding Pastor. Early in 1962, the newly established parish was renamed after St. John Fisher, and in September 1962, school programs began in temporary facilities. The permanent school was dedicated in January 1963, administered by the Daughters of Jesus and Mary. In 1970, due to a shortage of personnel, the Daughters of Jesus and Mary withdrew from the school. The Sisters of the Immaculate Heart of Mary accepted administration of the school until 2000, after which time a lay principal has administered the school.

## ADMINISTRATION, FACULTY, AND STAFF

Pastor	Msgr. David Sork
Principal	Mrs. Anne-Marie Hudani
Vice Principal	Mrs. Tracey Martin
Religion Coordinator	Ms. Mary Clare McQuade
Kindergarten	Mrs. Blanca Magaña
First Grade	Ms. Cara Costello
Second Grade	Mrs. Colleen Guenther
Third Grade	Mrs. Kristy Gradoville
Fourth Grade	Mrs. Imelda Dent
Fifth Grade	Mrs. Margaret Butler
MS Spanish	
Sixth Grade/MS Science/G4 & Gr. 5 Math	Ms. Lindsay Martin
Gr.7 Computing	
Seventh Grade/MS Social Studies/Math2 Gr.6/	
Math 1 Gr. 7/Gr. 8 Computing	Mr. Alexis Costales
Eighth Grade/MS Language Arts	Mrs. Tracey Martin
Gr. 7 Math 3, Gr. 8 Math	Mrs. Colleen Perez
Gr. 6 Math 3, Gr. 7 Math 2, Gr. 8 Math 2	Mrs. Lisa Counts
Music K - 8	Mrs. Alison Graff
P.E. / Athletics Director and Computing 2 – 6	Ms. Lindsay Martin
Resource Teacher/Library/Computing K & 1	Mrs. Patti Belyea
Resource Teacher/Gr. 6 Literature	Mrs. Mary Herrera
Extended Daycare Director	Mrs. Joan Christovale
Administrative Assistant	Mrs. Joanne Selvaggio
School Secretary / Receptionist	Mrs. Diane Maestas
Kindergarten Assistant	Mrs. Marie Kordich
First Grade Assistant	Mrs. Joan Christovale
Second Grade Assistant	Ms. Mary Clare McQuade
Third/Fourth Grade Assistant/Gr. 6 &8 Math	Mrs. Shirley Bailiff

**School Office Hours:** Monday-Friday, 7:30 a.m.-3:30 p.m. Closed all school holidays

**School Hours:** K-8 - 7:50 a.m.-3:00 p.m.

**Minimum days:** 12:05 p.m. the first and third Friday of the month

**Extended Day Care:** 7:00 – 7:40 a.m. and 3:00 p.m.-6:00 p.m. Fridays 3-5 pm EDC is available on the school premises.

**Lunch:** Children bring their own lunches to school. Hot lunch is offered weekly through KitchenKidsMeals. Menus and prices are published monthly and lunches must be ordered and pre-paid online.

## CONTACT DIRECTORY

### Parish

Parish Office	377 – 5571
Pastor - Msgr. Sork	X105
Associate Pastor –Fr. Khoa Mai	X103
Parish Administrator – Gayle Plecha	X106
Finance Director - Bernadette Pena	X109

### School

School Office	377 – 2800
School Fax	377 - 3863
Mrs. Anne-Marie Hudani	X140
Mrs. Joanne Selvaggio	X139
Mrs. Diane Maestas	X141
Ms. Cheri Bailiff	X163
Ms. Susan Noerper	X161
Mrs. Colleen Guenther	X160
Mrs. Kristy Gradoville	X159
Mrs. Imelda Dent	X138
Ms. Margaret Butler	X151
Mrs. Lisa Counts	X151
Mr. Derek Lefkowitz	X149
Mr. Alexis Costales	X164
Mrs. Tracey Martin	X162
Mrs. Farnaz Ehtessabian	X162
Ms. Mary Claire McQuade	X164
Mrs. Alison Graff	X144
Mrs. Belyea	X150
Mrs. Mary Herrera	X150

Please use our voice mail system whenever possible. Teachers will make every effort to return your message within 24 hours.

## Schoolwide Learning Expectations

St. John Fisher students are confident and self-disciplined students who believe, learn, and care.

### **BELIEVE:** We

1. demonstrate an understanding of the Catholic faith
2. recognize, respect, and celebrate diversity
3. participate actively in the celebration of the Mass
4. affirm Catholic ideals
5. experience our Catholic faith in a variety of ways

### **LEARN:** We

1. think creatively and critically
2. work well independently and as members of a group
3. communicate clearly
4. participate in a variety of learning experiences
5. exhibit knowledge and understanding of all curricular subjects
6. employ technology as a tool
7. affirm American ideals

### **CARE:** We

1. show respect for self, family and life
2. are responsible citizens who serve as positive role models
3. are stewards of the world around us
4. promote social justice by participating in a variety of service projects for the benefit of local and global communities



## SCHEDULE GRADES K-8

<b>7:50 a.m.</b>	<b>Start of School</b>
<b>7:55 a.m.</b>	<b>Assembly</b>
8:05 a.m.	Period 1
9:05 a.m.	Period 2
<b>10:05 -10:20</b>	<b>Recess</b>
10:25 a.m.	Period 3
11:25 a.m.	Period 4
<b>12:05-12:45</b>	<b>Lunch</b>
<b>12:45 p.m.</b>	<b>Homeroom</b>
12:50 p.m.	Period 5
1:30 p.m.	Period 6
2:10 p.m.	Period 7
<b>2:50 p.m.</b>	<b>Pack Up</b>
<b>3:00 p.m.</b>	<b>Dismissal</b>

## Section B: General Policies

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

The Archdiocese deeply appreciates the choice parents and students make to enroll in its parochial elementary schools and secondary schools. Truly, this is a commitment for life and many families make considerable sacrifices of time and treasure to support their students while they are in school. Often families and students continue this support even after graduation because Catholic education makes a difference. Indeed, Catholic schools *are* different. All schools in the Archdiocese are intended to be environments that educate, nurture and support students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth – teachers, administrators, parents, family and friends – is required to behave in accordance with these principles.

Our Christian principles provide that:

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

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

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

### **Zero Tolerance Policy**

The Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person or volunteer to serve in its parishes, schools, pastoral ministries, or any other assignment when such an individual is determined to have previously engaged in the sexual abuse of a minor. Under the Zero Tolerance Policy of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with **a minor under the age of 18:**

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

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

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

### **Safe Environment Training for Children and Youth**

The school and the parish religious education programs have established ongoing safe environment training programs for students, children and youth. All parents are provided home-based materials to help them understand and support their student's education regarding child sexual abuse. The approved programs include the **Archdiocese of Los Angeles Self-Protection Program 1-12, Good-Touch/Bad-Touch®** and **VIRTUS® Teaching Touching Safety (Mandated September 1, 2006)**.

The Archdiocese of Los Angeles Self-Protection Program 1-12 was developed by the Archdiocese of Los Angeles to assist the parishes and school to comply with the U.S. Conference of Catholic Bishops mandated self-protection programs. It is to be presented annually at each grade level.

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

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

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

### **Guidelines For Adults Interacting With Minors At Parish Or Parish School Activities Or Events** *Revised August 20, 2007*

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

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as “restricted individuals” because they are not adults and are not independent
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power
- Staff members/faculty/volunteers must avoid assuming the role of a “father or mother figure” which may create an excessive emotional attachment for all parties
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful
- Communications with minors (*e.g.*, notes, email and internet exchanges, telephone calls) must be for professional reasons only
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors
- Parent or guardian written permission is required for the publication of a picture of a minor

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

## **Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth** *Revised August 20, 2007*

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

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

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

#### **School Level**

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

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

If the school has a parent, parent-teacher organization and/or a consultative school council, those involved are advised that these bodies exist to support the school and are important for the school's viability, but they have very different functions. Parent, parent-teacher organizations, consultative school councils and their members do not have any authority to act independently on behalf of the school or parish. They are not "agents" of the school or parish and any actions taken must receive the official written approval of the pastor and/or the principal as the case may be.

### **Parent or Parent-Teacher Organizations**

The main functions of a parent or parent-teacher organization are to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the parent teacher organization shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school, where applicable. Financial operation of a parent or parent-teacher organization shall be governed by the regulations for financial operations as found in the parent or parent-teacher organization bylaws.

### **Consultative School Council**

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

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

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

## **Acceptable Use and Responsibility Policy for Electronic Communications ["archdiocesan aup"]**

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

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

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

## **Definitions**

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

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

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

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

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

## **Ownership and Control of Communications**

All systems, devices and materials located on archdiocesan premises, and all work performed on them, are property of Location and/or the Archdiocese. These systems, devices and materials are

to be used primarily to conduct official Location and/or Archdiocese business, not personal business.

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

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

### **Guidelines for Email Correspondence and Other Electronic Communications**

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



- i. Any device accessed or used by minors on the Premises must include updated and functioning filters to preclude access to prohibited content. All obscene materials, sexually explicit materials including pornography, and materials that are otherwise harmful to minors or in violation of this electronic communications policy are prohibited and must be blocked. Before allowing minors to access the Internet, a responsible adult must ensure that appropriate content filters are “ON” and functioning.
- j. Content filters for minors may NOT be disabled or turned “OFF” without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the location.
- k. All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with updated or current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge of the location.
- l. Critical information should be copied onto backup storage periodically. Backed up information should be stored in a safe place and be available for recovery in case of a loss of the original information. Depending on the complexity of a Location’s information systems, a detailed disaster recovery plan may need to be developed.
- m. Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.
- n. Information systems hardware should be secured against unauthorized physical access.

### **Prohibited Practices**

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

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

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

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

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

## **Use of Electronic Devices**

Cell phones and other portable communication devices (pagers, iPhones<sup>®</sup>, iPods<sup>®</sup>, Blackberries<sup>®</sup>, walkie talkies, etc.) may be brought to school with written parental permission.

However, all portable communication devices **must be turned “OFF”** and stored in a backpack, book bag, locker, or other place where the device is not visible.

Portable communication devices may **NOT** be turned on at any time during the regular school day for any reason, except to call 911 in emergencies, or with the express permission of a responsible adult in authority.

This prohibition includes, but is not limited to, study hall, lunch breaks, class changes and any other scheduled or non-scheduled activity that occurs during normal school hours.

Before and after the end of school, students may use portable communication devices, but not inside school buildings that are still being used for school-related activities or on school buses.

Portable communication devices may be used at after school activities that are not conducted in the school, provided that they do not interfere with the activity or school operations.

If a student uses a portable communication device or any of its functions for any reason during the school day without express adult permission, the following measures will be taken:

- The device will be confiscated from the student.
- The device will be returned only to the student’s parent or legal guardian.
- Depending on the circumstances, the student may be denied the right to bring the device to school.
- Repeat violations of the policy will result in disciplinary measures appropriate to the circumstances, including expulsion if warranted.
- If a device is used for cheating during a test, the student will be removed from the testing situation and appropriate disciplinary action will be taken.

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

## **School Searches**

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

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

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

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

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

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

## **Counseling Policy**

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

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

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

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

## SECTION C: ADMISSION AND ATTENDANCE

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

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

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

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

### **Inclusion Procedures**

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

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

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

## Attendance

School begins promptly at 7:50 a.m. with attendance, followed by morning assembly in the courtyard. A student is tardy if he or she arrives after the time fixed by the school for the beginning of the morning or afternoon session. If the student comes after the designated time, he or she is marked absent half a day. A record of all tardiness is kept in the attendance register and records.

Prompt and regular attendance is important. A student can never make up a day missed, even if the assignments are completed. Therefore, we ask that whenever possible, appointments, vacations, and other activities, which require your child to miss school, are scheduled for times when school is not in session. A student who is absent from school for more than three (3) days in one school year, or is tardy in excess of thirty (30) minutes on each of four (4) days or more in one school year, **without a valid excuse**, is considered a truant.

If your child is not feeling well on a school day, he/she should not come to school. If your child will be absent from school, please call the school office before 9:00 a.m. to report the absence. Your home or place of employment will be called if your child is absent and the school has not been notified.

Students who are absent from school may not participate in after school sports or other school activities (practice, games, student council events, drama, etc.) on the day of their absence.

## Absences with Acceptable Excuse

If you are taking your child out of school for an appointment, please write a note to the teacher letting her know the time of the appointment. A student leaving school for any appointment will be met at the school office by the parent who signs a release before taking the student. **Parents may not go directly to classrooms to get their child.**

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

## Extended Absences

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

Students are responsible for all work missed during their absence, and should check with their teacher upon returning to school to see what must be made up. Teachers will **NOT** provide class work, or homework for future dates such as for absences due to family vacations.

## Leaving School Early

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

## **Truancy**

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

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

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

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

## **After School Procedures**

All students will remain in the classrooms with their teachers at 3:00 p.m. and will be picked up by their parents from the classroom. After 3:15 p.m., students who are not in an approved supervised activity will be automatically signed into daycare and charged at the appropriate rate. Students are not allowed to leave campus and return the same day unless signed out in the office by a parent. For obvious safety reasons, students may never leave campus unsupervised.

## **Before School Procedures**

Students **must** sign in to morning day care if they arrive before 7:40 a.m. No student is allowed to be anywhere on campus, except for morning day care, before 7:40 a.m. All students should be in their classroom no later than 7:50 a.m. If students arrive at their classroom and find that their teacher is in conference or otherwise unavailable, students should wait on the bench outside their classroom until the teacher is free.

Drivers may enter through the Crest driveway and exit through the Crenshaw driveway. Drivers may also enter through the Crenshaw driveway and either park, or join the line of cars entering by the Crest driveway. The speed limit on campus is 5 mph and, for the safety of our children, must be observed at all times.



## Privacy and Access to Records

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

### Pupil Records

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

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

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

### Directory Information

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

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

Room parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered **confidential** and may be used only for the purposes specified. **In no cases should commercial enterprises be given access to Directory Information, neither should parents use Directory Information for commercial reasons.**

## **Parent Authorization To Use Child's Personal Information**

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

## **Verbal/Written Confidences**

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

## **Transfer Of Records**

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

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

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

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

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

### **Withholding of Records**

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

### **Cumulative Pupil Record**

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

**Permanent records cards include only the following information:**

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

**Work Permits**

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

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

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

For additional information and forms see

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

**Student Accident Insurance**

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

**Academic Integrity**

Academic dishonesty (e.g. cheating, plagiarism, copying other students' work, etc.) is considered a very serious offense. Parents will be notified and a conference may be required. Any and all students involved in the incident will receive an automatic "0" for the assignment and will be

unable to make up this grade. The student will be required to complete the assignment (so that he/she learns the material) but will receive no credit for it. Depending on the gravity of the situation, and at the teacher's discretion in consultation with the principal, further action will be taken, including, but not limited to removal from student council or CYO sports teams.

## **Birthday Celebrations**

Birthdays are special, and as the St. John Fisher school family, we love to celebrate them together. Daily birthdays will be announced each morning at assembly. Students celebrating birthdays will receive a card and a pin from Student Council.

Please use discretion in having parties for your child at home. Be extremely sensitive to the feelings of students who are not invited. Exclusion can be a very traumatic experience for children. Invitations **may not be** distributed at school (in the classrooms or the parking lot) unless every child in the class or all boys/girls in the class are invited. **We ask that you not bring cakes, cookies etc. to school, as all children cannot celebrate at school with special goodies from their parents. PLEASE RESERVE TREATS FOR YOUR HOME PARTIES.**

## **Parent Messages And Telephone Calls**

Parents are asked to cooperate in limiting classroom disruptions to genuine emergencies only. Lunches, forgotten books and assignments will not be delivered to class. Students may come to the school office to pick up an item parents have delivered for them. Phone calls to the office should be made for school business and emergencies only. Please schedule carpool arrangements as well as talk to your child about any doctor or social appointments before he/she comes to school.

**Students**-Students may not call home to schedule after school activities.

**Except in an emergency, students and teachers will not be called to the phone.**

## **Change Of Address/Phone/Name**

Please send written notification to the school office **and** parish office with change of address/phone/name as soon as the information is available. Emergency cards must have "up to date" information for persons to be notified in case of sickness, accident, or emergency.

## **Child Abuse**

The faculty and staff of St. John Fisher School are mandated by California state law to report any suspected child abuse. In these cases, parents will **NOT** be contacted prior to the filing of a report.

## **Dress Code**

### **Boys and Girls:**

- Khaki colored uniform pants or walking shorts – flat front or pleated
- Dark green/white polo shirt
- Tan or brown belt – required for grades 3-8
- Solid white, hunter green, or black socks

- Shoes must be closed-toe, **muted colors**, with rubber soles
- Patterned shoes and open toe shoes are not allowed
- No retractable skate shoes are allowed

#### **Optional for all students**

- Uniform black cardigan, dark green/black sweatshirt, black V-necked sweater
- PE dark green shorts/sweatpants and gray T-shirt

#### **Optional for girls**

- Khaki skorts
- Plaid jumper and white blouse with collar-grades K-5
- Plaid skirt-grades 6-8 with dark green/white shirt
- White, black or green tights may be worn under the jumper or skirt

#### **Optional for boys**

- Surf plaid short

#### **Uniform Code - Please note:**

- All clothing must fit properly and may not be oversized
- Belts must be worn with pants or shorts (Grades 3-8)
- All shirts must be tucked in the only exceptions being during PE and recess
- Pants must be worn at the waist
- Skirts and shorts may not be more than 2 inches above the knee
- Socks must be visible and above the ankle and shoe line
- **No** leggings – tights only (white, black, green) in colder weather
- **No** Ugg Boots or fashion boots - students may wear rain boots and bring shoes to wear in the classroom in the event of rain
- Extra long pants are not allowed
- All students should wear uniform shorts or P.E uniform on P.E days.

A student out of uniform, or not adhering to the uniform code will be issued a “Dress Code Violation” which must be signed by the student and parents and returned to the teacher/faculty member. After three “Dress Code Violations” of any kind are received, the student will receive a detention slip.

#### **General**

Hair must be the natural color. Students may not highlight, dye, or change their natural color in any way. Hair should be neat and clean. Fad hairstyles are not allowed. Boys’ hair may not extend below the collar of a dress shirt and may not cover the ears. No make-up, nail polish (including clear), or jewelry other than one stud earring per ear for girls is allowed. Dangling earrings are **not** allowed. Boys are not permitted to wear earrings. Students are allowed to wear watches and religious medals. The same policies apply on non-uniform days.

#### **Non-Uniform Days are given at the discretion of the principal.**

On non-uniform days the following are **unacceptable**:

- Tight pants/skirts/dresses
- T-shirts with inappropriate messages or pictures

- Mini skirts (no more than 2 inches above the knee)
- Bare midriffs
- Spandex
- Shorts – no more than 3 inches above the knee
- Spaghetti straps
- Baggy pants/shorts/flip flops
- Low rise jeans

Modesty and good taste are expected at all times.

**If students do not comply with non-uniform guidelines, they will either be given a uniform to wear from the uniform exchange, or parents may bring a change of clothing to the school.**

The principal reserves the right to make the final decision on what is appropriate.

School uniforms may only be purchased through:

Norman's Uniforms  
 371 W. 6th Street  
 San Pedro, CA 90731  
 Tel: 310-832-8342  
 Fax: 310-832-1410

### **Food, Gum, Water Policy**

- All food and drinks must be kept in the assigned lunch areas.
- Eating is not allowed in the classroom, except as required on rainy days.
- Water bottles may be used in the classroom, at the discretion of the teacher.
- Gum chewing is not allowed anywhere at any time on school campus or during school functions.

### **Items Not Allowed**

If students bring items that are not allowed at school the items will be kept in the school office, or by the teacher, until a parent comes to claim them. The following items are not to be brought to the school under any circumstances: radios, headsets, electronic games, CD players, comic books, toys, trading cards, lighters, matches, any item that could be used as a weapon.

### **Library Procedure**

The school library is open Monday through Friday from 8:00 - 12:00. Students in Kindergarten through grade five come to the library once a week on a scheduled day. The library is open for middle school students during the lunch period on Wednesday. Students may borrow books for one week. Long-term check out is permitted in the upper grades when necessary. Overdue books must be returned before students can check out any additional books. Students are required to pay for books that they have lost or damaged, and a fine of 10 cents per day will be imposed for overdue books. If a book is lost, the student should report the loss to the school librarian as soon as possible, and the student will receive a bill for the cost of the book.

## **Lost And Found**

All uniform clothes must be labeled with the name of the owner. All items found on the school grounds will put in the Lost and Found Bin, which is located outside the office. If your child loses some item, please encourage her or him to check that bin. Items clearly marked with the owner's name will be returned immediately. Unclaimed items will be periodically removed from Lost and Found and put into Uniform Exchange.

## **Lunch Procedures**

Students will generally, weather permitting, eat lunch during their assigned lunch period on their assigned lunch benches in the courtyard. Students are to remain in their eating area until all trash has been picked up and a teacher or yard supervisor has excused them.

If your child forgets his/her lunch and you bring it to school, please be sure it is clearly marked with the name and grade, and brought to the school office. Hot Lunch days are held weekly on Monday through full day Fridays.

## **Mixed Parties**

The Archdiocesan Office of Education discourages mixed parties involving the students in the upper grades, even though parties are held at home. Parents are asked to cooperate with this regulation. The policy does not apply to ordinary family gatherings, or to school/parish sponsored events should such events be deemed appropriate by the pastor and principal. St. John Fisher Parish School does not encourage nor take responsibility for any party, which parents may see fit to hold in their home, involving students from St. John Fisher Parish School.

## **Playground Rules**

Students should maintain safe and respectful behavior at all times on the playground. If a student displays unwillingness or inability to maintain such behavior, a parent conference will be requested to see how this situation can best be resolved.

Students are expected to follow the directives of the yard supervisors at all times. When the bell rings signaling the end of recess, all games should stop and play equipment returned to the bins/bags. If a student is injured or feels ill while on the playground, she/he should report to the yard supervisor and then go the Health Room. Students who need to use the restroom should use the restroom in the corridor after obtaining permission from the yard supervisor, and then quickly return to the playground area.

## **Yard Supervision**

Students require supervision on the playground/lunch area. The teachers supervise morning recess periods and after school until all students have been picked up. Yard volunteers supervise the lunch recess, from 12:05 p.m. until 12:45 p.m. Parents may sign up for lunch duty on SchoolSpeak. Volunteers must arrange for a substitute if unable to keep the assigned lunch duty and notify the school office of the change. Please note: if volunteers do not arrange for a substitute and do not show up for duty they will be billed \$30.

Each supervisor is expected to arrive at the school at 11:50 a.m. to clean the tables and to be on duty before the students come out to the lunch tables. Extra help will be most welcome on rainy days. Supervisors should report any difficulties to the principal. If a student manifests inability to follow directions, it may be necessary to remove him/her from the area.

**At no time should students be on the playground or on the primary play equipment without adult supervision.**

## **Communication**

### **Back to School Night**

Parents are expected to attend this annual event where the teachers outline their classroom expectations and policies for the year.

### **SchoolSpeak**

SchoolSpeak is a secure web portal that provides secure access to all relevant school information, e-mail, announcements, grades, and report cards.

### **Parent/Teacher Communications Procedures**

The most effective way teachers and parents can work together is to have frequent, open communication on an individual basis.

To contact a teacher you may leave a voice mail message, send a note, or contact the front office. Teachers will make every effort to respond to your communication within 24 hours. **Teachers should never be called at home.**

All teacher conferences are held by appointment only. No teacher is expected to meet with parents at recess, when supervising a class, or preparing for class. The teacher needs time to collect his/her thoughts and give parents their undivided attention. It is professional courtesy on both the part of the parent and the teacher to be informed about the reason for the appointment beforehand. The principal is available for consultation by appointment only, but only after a matter has been discussed with the classroom teacher.

### **Parent/Teacher Conferences**

At the end of the first trimester, a 15-minute appointment will be scheduled between the homeroom teacher and parents to review the student's first quarter report card and standardized scores, and to discuss the student's progress.

### **Open House**

Open house is scheduled annually. Students and teachers prepare their classrooms and display student work for parents, friends, and parishioners. Parents and students are encouraged to attend.

### **Campus Visits**

If you need to pick up your child before dismissal, please come to the school office and sign him/her out. Your child will be called to the school office where he/she may be picked up.

**Parents are not to go directly to their child's classroom. Parents are to sign in at the school office when visiting the school grounds during school hours.** Before and after school is teacher prep time. Please be considerate and avoid dropping by the classroom without an appointment.



## St. John Fisher School Extended Day Care Program

St. John Fisher School offers an After School Program in the church auditorium for those students whose parents desire a safe and caring place for their children to go after school.

### Hours

Morning Care	7:00-7:40 a.m.	
Full Day (Monday-Thursday)	3:15 -6:00 p.m.	Fridays 3:15-5:30 pm
Minimum Day	12:20 -6:00 p.m.	Fridays 3:15-5:30 pm

Parents may choose to send their child/ren on a regular basis or on an occasional basis referred to as "Drop-Ins". A fee of \$6.00 for each hour or part of an hour (\$1.50 per fifteen minutes) that a child participates will be charged.

Daycare operates out of the auditorium under the supervision of the Day Care Director. Students are provided with structured time to complete homework.

Parents are expected to pick up their children no later than 6:00 p.m. (5pm on Fridays). Students must be signed out by a parent or other adult specified on the student's emergency card.

**Any student remaining after 6:00 p.m. (5pm on Fridays) will be charged at the rate of \$6.00 per minute.**

Frequent lateness (more than three occasions) in picking up a student will be grounds for terminating the student's participation in the program. Likewise, failure of a student to comply with the rules and discipline requirements of the program is grounds for terminating the student's participation.

Fees will be billed monthly, on the last day of each month, and are due and payable by the 10<sup>th</sup> of each month. Bills will be handed to parents on the first of the month when they pick up their children from day care. Parents will sign receipt of the bill. A late fee of \$20.00 will be added to any account unpaid by the end of the month. Families who have late fees on **three occasions** will have the privilege of day care withdrawn.

### Extended Day Care Fees

#### *Hourly Rate*

\$6.00 per hour	morning care per child
\$6.00 per hour	1 <sup>st</sup> hour of after school care and \$1.50 per 15 minutes thereafter

#### *Flat Rate*

\$200 per month	one child
\$300 per month	two children
\$350 per month	three children

## **Custody Arrangements**

St. John Fisher Parish School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic record and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **Disaster Procedures**

Our staff and students have been prepared to respond to fire, earthquake, and shelter-in-place emergencies, and drills are held regularly. The staff is CPR and First Aid certified and is well prepared to fulfill the assigned emergency roles.

Simple first aid will be given to an injured child. Parents will be called to pick up a child who is injured or ill. No medication (including aspirin products) will be given to children at school unless written permission has been received from the parent and doctor. Children may not have in their possession any medication while on school grounds. All medication, with the exception of asthma inhalers must be taken to the school office with written instructions. The school office and classroom teachers must be notified if a student requires the use of an asthma inhaler.

Students are required to have an emergency card on file with the office. According to State Law students may not be on campus after September 8th unless the emergency card has been properly filled out and returned.

Of particular concern in the Rancho Palos Verdes community is the fact that a great number of parents commute to work in the Los Angeles area. In the event of a disaster, it is likely that many will be unable to return home quickly. We are well prepared to care for your children in these times of critical situations. In the event of a real emergency please note:

- No student will be dismissed from school unless a parent, or individual designated by a parent and listed on the Emergency Card comes for him/her.
- No student will be allowed to leave with another person, even a relative, unless we have written permission on the Emergency Card. With this in mind, we ask that you complete the Emergency Card completely listing all possible contacts.
- Please do not call the school - we must keep phone lines open for emergency communications.
- Do not immediately drive to school - the school's access route and entrance must remain clear for emergency vehicles.
- Tune your radio to KNX 1070 on the AM dial. Information and directions will be given over the radio. As a general rule, St. John Fisher School will follow the same procedures as the public schools in the area.

## **Damaged Or Loaned Property**

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

## **Health And Safety**

### **Emergency Card**

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

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

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

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

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

### **Examinations and Inoculations**

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

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

### **Immunization**

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

containing vaccine have been received. All students entering a California school for the first time must have a Mantoux tuberculosis test.

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

### **Health Records**

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

### **Medical Appointments**

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

### **Medications**

The school will not furnish medications. Parents shall provide all medications administered at school.

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

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

### **Communicable Diseases**

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

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

### **Allergies**

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

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

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

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

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

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

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

### **Closed Campus**

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

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

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

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

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

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

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

Exceptions to this rule may be made only:

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

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

# SECTION D: ACADEMICS & CO-CURRICULAR

## Curriculum

The following subjects are taught in the schools of the Los Angeles Archdiocese: Religion, Language Arts, Math, Science, Social Studies, Music, Art, Physical Education, Computer Technology, Library, and Family Life.

In order to provide our students with the best possible quality Catholic education, St. John Fisher Parish School strives to meet all curriculum standards at the State and Archdiocesan levels. This is done through the annual review and adoption of current textbooks, as well as technology standards at each grade level. The assessment of each child is taken seriously and plotted against the stated standards of each grade level. Promotion of students to the next grade level is contingent upon the successful completion of the current academic grade level standards. The curriculum academic standards for our school, as well as the State Frameworks and Standards for each grade level are available for review in each classroom and the office.

Family Life Education and AIDS Education are a part of the school curriculum. Archdiocesan approved materials are used and are available for parental review from the classroom teacher. Parents who wish to assume sole responsibility in this area must request a non-participation form when the introductory letter is sent home.

## Religious Education Program

Since St. John Fisher Parish School is a Catholic school, the greatest emphasis is to be placed on providing religious education for all students. Daily prayer, weekly and monthly mass, Reconciliation at Advent and Lent, May Crowning, and the celebration of Feast Days are part of the school curriculum.

Christian Service is taught and practiced at all grade levels. Grades 2-8 are required to complete and document Christian service projects. **Students are responsible for logging service hours in the classroom service binder, and when requested submitting the log in a timely manner to the Student Council Commissioner for Service.** The following number of hours must be completed for each grade per annum:

Grade 2-3	five hours	Grade 6-8	twenty hours
Grade 4	ten hours		
Grade 5	ten hours		

## Sacramental Preparation

In second grade, Catholic students are prepared for their first reception of the sacraments of Reconciliation and Eucharist. Parents whose children are being prepared for the reception of sacraments will be required to attend special meetings to help them prepare their children for the sacraments. Information regarding these meetings will be sent out by the Religious Education Department.

## **Family Presence At Weekly Mass**

As a Catholic School we recognize that a prime opportunity for parent-directed religious education is participation at Saturday evening / Sunday Mass. As a parish school it is understood that weekly mass participation provides a tremendous opportunity for community building in a Christ-centered environment. It is therefore essential to our mission as Catholic School educators in partnership with parents, that families attend Mass on a weekly basis, and that parents attentively provide example/assistance to their children in developing habits of active participation in Mass.

## **Homework**

The purpose of homework is to reinforce learning by encouraging further research, by organizing and applying knowledge, and by practicing necessary basic skills. Parents are encouraged to provide for their children an environment free from distraction and conducive to good study habits. Teachers will generally assign homework daily. It is the student's responsibility to write down the assignments in the homework agenda book provided. All homework assignments should be completed neatly, carefully, and promptly.

Please check and sign the student agenda book to see that your child is doing homework as it is assigned and that the entire assignment is completed. Each teacher has a policy regarding homework that is not completed.

Upon returning to school after an absence, it is the **student's responsibility** to find out what work must be made up. Teachers will NOT provide class work or homework for future dates, such as for absences due to family vacations

Suggested homework schedules are as follows: -

Grades 1-2	30 minutes
Grades 3-5	60-90 minutes
Grades 6-8	120 minutes

This does not include assigned reading time or time spent on long-range assignments.

## **Reporting Student Progress And Grading Scale**

### **Grading Procedures and Report Cards**

The academic year is divided into three trimesters of 12 weeks each. At the end of each trimester a report card is issued to every student in grades K-8. Report cards should be reviewed, signed by a parent, and returned to the homeroom teacher.

If a student is absent for fifteen or more days within the same grading period, report card grades may be withheld until the work is made up.

The Department of Catholic Schools employs the following system for the Archdiocese of Los Angeles for evaluating academic work or progress:



**Grading Scale: Gr. 3 – 8**

A	97-100%	C+	80-84%
A-	93-96%	C	75-79%
B+	90-92%	C-	70-74%
B	87-89%	D	65-69%
B-	85-86%	F	64% and below

**Grading Scale: Gr. 1-2**

Grades are given for academic progress, learning and effort, using a letter key.

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

**Kindergarten**

The report card is developmentally based and lists skills achieved.

**Standardized Testing**

The Iowa Test of Basic Skills (ITBS) is administered in the fall to Grades 1-8 to help faculty assess a student’s level of achievement, ability, and needs. The test also serves as a tool with which to evaluate curriculum and to determine instructional priorities. A copy of the scores is kept in each student’s cumulative folder and a copy of the test results is sent home to parents.

ACRE (Assessment of Catholic Religious Education) is administered to Grades 5 and 8. This test identifies class/school strengths and areas for growth.

**End Of Year Awards**

***Archangel Honor Roll:***

- In Grades 3-5, any student with a **3.0 average** and a “B” average in conduct is eligible for the Archangel Honor Roll.
- In grades 6-8, any student with a **3.5 average** and a “B” average in conduct is eligible for the Archangel Honor Roll.

***Principal’s Honor Roll:*** Students in Grades 3-8 are recognized for exemplary performance in conduct (B+) and effort (O).

***Archangel Award*** for students in grades K - 2 for behavior and effort.

***Excellence Award:*** Given to students who earn a 3.9 GPA all **three trimesters** in **Grades 3-8**, and students in **Grades 1-2** who receive O for Behavior and Effort all **three trimesters**.

**Classroom Awards:** Recognition is given in the classrooms for positive reinforcement of good study habits and Christian behavior. Individual classroom teachers determine how best to reward their students.

**Service Award:** Given to students who exceed the required number of hours for Christian service.

**Perfect Attendance:** This is awarded at the end of each quarter for students who were not tardy or absent for the entire grading period (except in case of an otherwise valid excuse, i.e. medical or dental appointments)

## California Junior Scholarship Federation

C.J.S.F. is an academic honor society. Its purpose is to foster high standards of scholarship, service, and citizenship on the part of students in grades 7 and 8. Students must maintain excellent grades, with no single grade less than a C. A grade of C-, D, or F automatically disqualifies a student for that period. The behavior grade must be “G” or better.

The number of points earned on the trimester report card determines membership. Students must earn a total of 12 points to qualify, with A's worth 3 points and B's worth 1 point. Graduating students who have maintained membership for a total of four trimesters in seventh and eighth grade are eligible to receive a gold seal on their diploma, a lifetime membership pin, and a gold cord of honor to be worn over the graduation gown.

## Promotion

The decision to promote a student to the next grade or to retain him/her in the present grade should be based on a consideration for the overall welfare of the child. Promotion is not based on academic marks alone, but upon age, maturity, and total achievement. Retention may be considered if it is deemed to be in the best interest of the child. The classroom teacher, with the approval of the principal, will inform parents by the end of the first semester if retention in a grade is possibly considered necessary for a child to attain success and self-confidence. Teachers will then communicate regularly with the parents regarding student progress during the remainder of the academic year.

Although the opinions of the teachers and parents are significant factors, the final decision to retain a student is the responsibility of the principal (Administrative Handbook, Archdiocese of Los Angeles, Department of Catholic Schools).

## Field Trips

All field trips have a stated educational purpose and objectives and all students are required to attend. If students do not participate in the field trip, they will be given an assignment related to that specific subject area. **Field trips are a privilege and students may be denied participation in these trips if they fail to meet behavioral or academic requirements.**

The field trip policies listed below apply to class trips, school group trips (e.g. choir, academic decathlon) and trips for school sport teams. The schools may plan field trips for one or more days including overnight field trips. The school, at its option, may decide not to offer overnight field trips. All field trips, whether day or overnight must comply with the following requirements:

- Prior permission of the principal.
- Signed and dated Student and Youth Activity Permission Forms and Emergency Medical Authorizations from parents. All Permission and Authorization Forms must be in the possession of the supervising adult during the trip. Copies of the forms are attached as *Appendix B and C*.
- All participants must have appropriate identification and travel documents
- All archdiocesan policies on safe environment must be followed, including background checks for vendors providing the trips, as applicable.
- For trips outside the 100-mile radius of the school, guidelines must include consideration of the ability of parents to incur cost, the financial impact of the trip on other school fundraising activities and class work missed by students.
- State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips. First aid kits must be carried in all vehicles transporting students to school sponsored activities. Student emergency information must be immediately available to the supervising adult. At least one adult chaperone shall be in possession of a cell phone. A snakebite kit must be included in any area where there may be poisonous snakes.

### **Transportation Policies**

- Transportation may be by personal car, school or chartered bus or van, boat, or airplane.
- Although discouraged, school employees, including teachers and coaches, may drive two or more students to or from athletic and co-curricular trips or events in their personal vehicle. School employees may not be alone with a student in a vehicle.
- School employees and parent or guardian volunteers driving students in their own cars must be at least 25 years of age, have a clean driving record for the past three years, a valid Class C driver's license and current, valid California automobile insurance. Each vehicle must have individual seat belts for each student. A copy of the parent or guardian's driver's license and insurance declaration page must be kept on file at the school.
- All contracts with bus companies or other transportation vendors must be submitted to the archdiocesan Legal Department for review prior to signature.
- Schools may only use buses or vans with valid California State approved licenses or charters. Verification may be obtained on the state Public Utilities website at <http://www.CPUC.ca.gov>. In addition, schools must verify insurance coverage of the transportation company.

### **Graduation**

Graduation occurs one week before the end of the school year. Activities and events prior to graduation include: a daylong retreat, Disneyland fun day, Mother/Daughter Tea, Father/Son activity, and awards ceremony. Baccalaureate Mass is celebrated on the Saturday before the end of the school year with presentation of diplomas. Following the Mass, families enjoy a reception in Barrett Hall.

## **Tutoring**

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

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

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

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

## **Extra-Curricular Program**

Participation in all extracurricular activities is contingent upon good academic standing and satisfactory grades in both effort and conduct. Students not maintaining good standing may be placed on extracurricular probation and excluded from team activities until good standing has been established as per the requirements stated. Absence from school during the day precludes participation in school sponsored extra-curricular activities on that day.

### **Academic Decathlon Team**

The Academic Decathlon Team is open to students in grades 6 - 8. Students train in ten academic events including individual events in Religion, Math, Literature, English, Social Studies, Science, Speech and Fine Arts. Additionally, students compete in two team events: the Logic Quiz, and Super Quiz. Students compete with other Catholic schools throughout the Archdiocese of Los Angeles for a chance to compete at the state and national levels. Students meet regularly to prepare for the annual Archdiocesan competition held in March. **Students on the Academic Decathlon Team must maintain at least a B average, with no single grade lower than a B-.**

### **CYO Athletics Teams**

St. John Fisher School is a member of the Catholic Youth Organization, and participates in intramural team sports including flag football, boys and girls volleyball, boys and girls basketball, track, and cheerleading. Students may try out for teams seasonally. Practice and game schedules are available from the coaches or the Athletic Director. CYO sports are open to students in grades 4 - 8. A fee is charged for each after school sport in which a student participates. This fee is due prior to the first game of each season and helps to cover some of the many expenses incurred by a sports program (referees, uniforms, etc.). Practices for games are held after school. School insurance covers participation in school sponsored athletic events and practices. Parent permission forms must be on file in the office before a student can participate in the sports program.

**Students on the Athletics Teams must maintain at least a C average, with no single grade lower than a C-.**

### **After School Drama**

St. John Fisher students are invited to participate in after school drama. Students learn dramatic genre as they participate in planning, practicing, and performing two productions annually. Applicable fees will be assessed.

**Students in After School Drama must maintain at least a C average, with no single grade lower than a C-.**

### **School Choir**

The school choir is open to students in grades 4 - 8. Students audition for choir in the fall and meet once a week during school time. The School Choir participates in student liturgies and seasonal performances throughout the year.

### **School Families**

The School Families program involves every member of St. John Fisher Parish School. Students in grades K - 8 are assigned to a family, with the goal being each family containing one student from each grade. Eighth grade students act as the family leader. Families meet throughout the year for prayer, activities, and spirit building projects. These projects are planned by Student Council and take place during the regular school day.

### **Student Council**

St. John Fisher School is a member of the Association of Catholic Student Councils. The student body elects officers and commissioners, from grades 6-8, annually. Student Council meets weekly to plan events for the student body which build school spirit and minister to the needs of the entire school family. During the term of the office, academic grades must average a "B" with no grade lower than a "C". If average of grades drops below a "3.0", he/she will be placed on probation from Student Council, as per administrative directive. The officer must maintain a "B" or above in conduct during the term of the office.

### **Student Newspaper Staff**

The School Newspaper Staff is comprised of students from all grades. Students may apply to the moderator to work on the staff. Members work together to plan, interview, write, edit, design, layout, and create a monthly newspaper for the students of St. John Fisher, using the latest technology tools.

**Students must have at least a satisfactory rating for conduct/behavior in order to participate in extra-curricular activities.**

## SECTION E: DISCIPLINE

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

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

### **Maintenance of Effective Discipline**

Effective discipline is maintained when there is

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

We have established certain rules and consequences dealing with the issue of discipline in each of our classrooms. Specific classroom rules, rewards, and consequences are outlined and discussed at the beginning of the school year.

A student enrolled at St. John Fisher School assumes the personal responsibility for his/her conduct. Each student is obliged to be considerate and respectful of classmates, teachers, and all adults. Students are asked to accept this opportunity to become a part of the school community by fully respecting the rights and privileges of all the other members of the school community. The basic attitude of respect characterizes the actions of the student toward himself/herself, other students, teachers, custodians, visitors, guests and principal.

The Saint John Fisher student is expected, therefore, to conduct himself/herself according to the principles of Christian and civic behavior.

In addition to adherence to the rules and consequences posted in every classroom each student is expected:

1. To be honest in all dealings with other students, teachers and school personnel
2. To cooperate positively with classmates, teachers and school personnel
3. To respect the rights and the value of each individual person on the school premises or at school-sponsored events and functions
4. To use appropriate language at all times
5. To comply promptly with the directions of the school officials
6. To be courteous, attentive and respectful when classmates, teachers, visitors, administrators or speakers address individual classes or the assembled student body
7. To be responsible for the care of all materials loaned to the student for the course of studies during the year
8. To follow the published dress/grooming code and to be in complete school uniform while at school

9. To play in assigned areas, in a manner that is safe for everyone, to keep the school environment neat and clean by using the trash cans for litter
10. To complete all assigned work

**Students are not allowed:**

1. To leave the school grounds at any time during the school day unless written permission and clearance from the office is given
2. To be in the classroom without teacher supervision
3. To fight or 'play fight'
4. To eat or play in the restrooms
5. To chew gum or eat sunflower seeds on campus

**The classroom teacher will primarily handle discipline. The following are the steps of normal disciplinary action:**

- The teacher will discuss inappropriate behavior with the student.
- Conduct referral notice will be sent home for parent signature and return the next day.
- Detention is assigned when alternate disciplinary measures have proved ineffective, or when the severity of the offence warrants such an action.
- Detention will be held on a pre-arranged day from 3:15-4:00 p.m. Parents will be notified by means of a detention notice.
- Detention is meant to inconvenience the student. **Failure to appear for the detention will result in an additional detention.**
- After receiving 4 detention notices, students will meet with the principal, teacher, and parents to determine a plan for improvement.
- After receiving 5 detention notices, students meet with the parents, classroom teacher, and parents to determine a plan for the terms of a one month improvement/probation period, which will include weekly parent-teacher-student communication/meetings.
- Continuing academic or behavioral problems may result in a loss of privileges. This could be any extra-curricular activity.

**Disapproved Disciplinary Measures**

The following disciplinary measures are forbidden:

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

**Detention**

- No student shall be required to remain in the classroom during the lunch break, or during any recess. All students are required to leave the school rooms at recess and lunchtime, unless it would occasion a danger to health
- Detention before or after school hours is considered an appropriate means of discipline

- A student shall not be detained in school for disciplinary or other reasons for more than one hour after the close of the school day
- Under no circumstances shall a student be detained at school without the knowledge and consent of the parent or guardian who shall also be informed of the reason for detention and the exact time the period of detention will begin and end

## **Middle School Discipline Policy**

St John Fisher Middle School reports student progress in Behavior and Work Habits/Study Skills on a weekly basis. Students begin each week with five merit points in Behavior and five merit points in Work Habits/Study Skills. Infractions of school rules result in a loss of merit points. A record of the student's weekly progress (the Merit Card) is sent home on the first school day of the week for parent review and signature and is then returned to the homeroom teacher the next day.

Due to the seriousness of some offenses, (i.e., disrespect to teachers, staff, or parent volunteers, fighting, extremely offensive language, bullying, etc.) students may receive an automatic detention and/or be referred to the Administration for further disciplinary action.

A student who loses all five, merit points from either “Work Habits” or “Behavior” in one week (Monday – Friday) will be required to serve a detention the following week at a regularly scheduled session. This session will be held on Wednesdays from 3-3:45 p.m. A student will never be expected to serve a detention on the same day that it is received. A missed detention will result in the student being required to serve the initial detention and one additional detention as penalty. Students are never excused from detention for after-school sports or extracurricular activities.

## **Suspension**

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

## **Expulsion**

### **Reasons for Expulsion**

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



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

### **Procedure for Expulsion**

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

### **Written Record**

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

### **Cases Involving Grave Offenses**

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

### **Time of Expulsion**

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

### **Reporting of Expulsions**

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

### **Right to Make Exceptions**

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

### **Home Study**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Procedures in the Case of Suspected Possession or Use**

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

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

- Confiscate all physical evidence obtained as a result of the investigation by sealing the evidence in a container bearing the date and the time of confiscation, the name of the student from whom it was confiscated, as well as the signature of the person(s) who confiscated it
- Consult with police. The degree of involvement by the police will be determined in each case. If a student involved does not have a history of substance abuse or significant delinquent behavior, the police may determine that no further involvement by a law enforcement agency is necessary
- When a principal or other school official releases a minor to a peace officer, the school principal shall immediately notify the parent, guardian or responsible person regarding the release and the place to which the minor is reportedly being taken
- If an arrest is made and the student is removed from school, a representative of the law enforcement agency notifies the parent or guardian prior to the time that the student would normally return home from school. If an arrest is not made, the student may be suspended from school. A conference with the parent and the student should be arranged in a timely manner

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

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

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

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

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

**Bullying** is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are

initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

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

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

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

Students are responsible for:

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

### **Student Threats**

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

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

The police will suspend the student who has made the threat until the investigation 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.

## **Cheating**

Cheating and dishonesty are contrary to the philosophy of St. John Fisher School. Cheating can be a cause for suspension, probation, or dismissal from school. The school interprets cheating as follows, though not limited to the following:

- Copying assignments or allowing another student to copy assignments in or out of class
- Giving or receiving answers to quizzes, tests and examinations
- Looking at another's paper or allowing another to look at one's paper
- Plagiarism
- Doing another person's work or allowing another to do one's work

When a student is involved in a cheating incident, the teacher takes the following actions:

- Assigns a failing grade to the test, quiz, or assignment
- Calls parents
- Issues a conduct referral
- Hands the matter over to the principal

## SECTION F: TUITION AND FEES 2013-14

### Educational Cost Per Child

*(For non-Catholic and Catholic families who **do not** attend SJF Church as indicated by the use of the weekly envelopes/coupons)*

	Year	10 payments
1 student	\$7600	\$760
2 students	\$15,200	\$1,520
3 students	\$22,800	\$2,280
4 students	\$30,400	\$3,040

### Discounted Tuition

*(For Catholic families who regularly attend SJF church as indicated by use of the weekly envelopes/coupons – please see second page for further explanation)*

	Year	10 payments
1 student	\$5,000	\$500
2 students	\$10,000	\$1000
3 students	\$12,500	\$1,250
4 students	\$12,500	\$1,250

**General Fee: \$600 per child non-refundable** *(this includes, textbooks, health services, student insurance, computer fee, SchoolSpeak, SchoolReach, earthquake/disaster fee, standardized testing, and some art materials,)*

**PTA Fee \$50 (per family)** *covers costs for the phone directory, hospitality, and Christmas luncheon)*

**Graduation Fee: \$150 (8<sup>th</sup> grade only) non-refundable**

**Capital Improvement Fee: \$500** (New Families only) This fee is assessed so that new families may contribute to recent capital expenditure/maintenance, as returning families have already done. **(non-refundable)**

**Returned Check Fee: \$25**

#### **FACTS Tuition Management**

In the events FACTS is unable to withdraw a tuition payment, there will be a \$30 penalty payable to FACTS and \$25 payable to the school.

### PAYMENT OF TUITION AND FEES

There are two options for payment of tuition:

- A. Payment in full by **August 1**.
- B. Enroll with FACTS, our tuition management company. Families are able to view their account and have 24/7 access. Ten tuition payments will be withdrawn on the 5<sup>th</sup> of the month from an account that you have selected. The first tuition payment for the 2014-15 school year will be deducted on **September 5th, 2014**, and thereafter on the 5<sup>th</sup> of the month from **October, 2014-June 2015**, making a total of ten tuition payments.
- C. The General Fee will be deducted on July 7, 2014.
- D. The following fees will be deducted on August 5, 2014: PTA, Jog-a-thon, Spring Fundraiser tickets, Hawaiian Vacation Raffle, Graduation Fee



## **Discounted Tuition**

In order to receive the discounted rate, you are requested to use the parish envelopes to indicate your attendance at Mass. Please remember that our philosophy states that we are preparing our students to, “participate both in the spiritual and liturgical life of the parish...” We ask that you support our goals by attending weekly Mass and participating in the sacraments and parish activities.

The Parent Agreement, which you sign each year states: “I understand that the discounted rate is for parish members who help support the parish through weekly attendance at Mass as indicated by the use of parish envelopes at Mass. Tuition rate will be evaluated and adjusted if necessary prior to the beginning of each semester”.

Envelopes must be handed in at Mass in order for them to indicate participation at Saturday/Sunday Liturgy. They should not be submitted or mailed to the Parish Office. **There is no set dollar amount required in the parish/weekly envelope.**

If you have any questions regarding this policy, please contact our pastor, Msgr. Sork.

## **Service Hour Requirement 2014-2015**

The service hour year starts from June 1 and ends on May 31. Each family is required to perform forty (40) hours of service during this 12 month period, including mandatory requirements listed below:

### **Lunch Duty Mandatory Requirement:**

- Lunch/yard duty constitutes twelve (12) of the required forty (40) hours of service. It is a four-day commitment requirement for (June, September-December **and** January-May for a total of eight (8) yard duty commitments per year.
- For each yard duty served, families will receive **one and a half service hours** (this includes the time spent in getting to and from school for yard duty).
- Parents must sign up on SchoolSpeak for yard duty.
- Lunch duty hours may be bought out at the rate of **\$30** per hour.
- If parents do not show up on the day assigned for yard duty, or arrange for a substitute they will be billed \$30 at the end of the year.

### **Service Hour Mandatory Requirements**

- One day (two half days) Health Room Duty totaling seven (7) hours. If a family does not complete this requirement they will be billed \$140.
- A minimum of three (3) hours for the Spring Fundraiser

### **Suggestions for Completion of Service Hours:**

- Back to School BBQ, International Day, Carnival, Jogathon, California Day, Mother /Daughter Tea (7<sup>th</sup> grade parents), Father/Son activity (7<sup>th</sup> grade parents), 8<sup>th</sup> Grade Graduation reception in Barrett Hall (6<sup>th</sup> and 7<sup>th</sup> grade parents), Career Day (middle school, Art at Your Fingertips (all grades), field trip driver/chaperones. **Please note: these and other service hour opportunities will be publicized during the year.**

**Service Hours Program Buy-out Option:** If a family is unable to perform the required 40 hours of service, including the Lunch Duty Requirement, a family may elect to buy-out with a one time fee of \$800 to be exempt from the Service Hours Program. A family who has not completed the required service hours by the end of May will be billed and expected to pay a fee at the rate of \$20 per hour times the number of service hours “not completed.”

**All regular classroom, health room, library, and after school sports volunteers are required by State Law and Archdiocesan Policy to participate in Department of Justice fingerprinting requirements.**

## Fundraising Requirements 2014-2015

Tuition and Fees cover only a part of the total cost of providing education at St. John Fisher School. Each family at St. John Fisher School is required to participate in the fundraising program. Your participation in this program is vital to the success of St. John Fisher attaining its fundraising goal.

All families agree to supplement tuition and fees **and** assist in school activities and fundraising by assuming responsibility for **each** of the following:

### A. Scrip Program Requirements:

- Each family is required to participate in this program by purchasing Scrip certificates/e-Scrip, which generates \$400 worth of profit per school year (May 1, 2014 through April 30, 2015).
- All families are billed \$200 in advance for SCRIP. If families have **not** met the \$400 obligation at the end of the SCRIP year, April 30, 2015, the actual profit generated will be calculated and families will be required to pay the shortfall by mid May 2015. The \$200 advance that was paid at the time of registration will then be rolled over for the 2015-16 SCRIP year.
- Any family who generates more than \$400 in Scrip profit, per school year, will receive a reward from St. John Fisher School for 50% of the profit generated over \$400 (subject to deduction of any past due balances and timely receipt of vendors' profit reporting). **This dollar amount will be applied towards the General Fee payable in June. If a family leaves the school before the end of the year, the Scrip profit due to the school will be pro-rated.**
- As in previous years, a family may elect to pay a one-time fee of \$400 if they wish to 'buy out' of the Scrip Program.

### B. Hawaiian Raffle Tickets Requirement:

- Each family must buy or sell at least \$100 of Hawaiian Raffle tickets

### C. Jog-a-thon Sponsorships:

- Each family is responsible for at least \$100 *per child* in Jog-a-thon sponsorships. **Please Note:** If you elect to advertise on the back of the Jogathon souvenir T-shirt you are still required \$100 sponsorships.

### D. Spring Fundraiser Requirement:

- Each family must purchase **two** tickets (\$150) for the annual Spring Fundraiser.
- In addition each family must either donate **or** solicit an auction item for the Fundraiser. **Please note:** Money donated towards a class project does not fulfill the Spring Fundraiser financial obligation.

# St. John Fisher School

## Parent/Student Policies Agreement Form

### Acceptance of Parent/Student Handbook

Our family has received and read the St. John Fisher 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 below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

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

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

Print student names and grades:

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

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

Grade \_\_\_\_\_

Grade \_\_\_\_\_

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

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

Grade \_\_\_\_\_

Grade \_\_\_\_\_