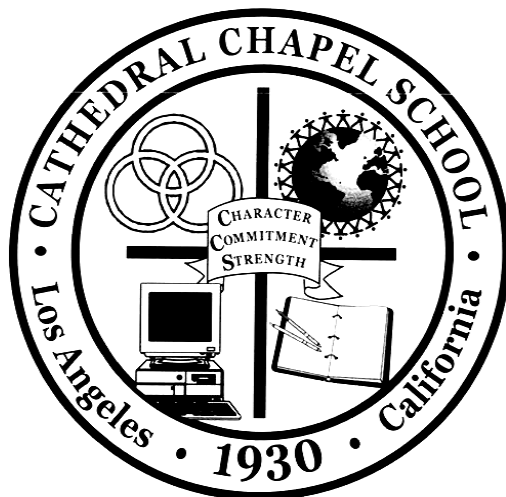


# Cathedral Chapel School Parent-Student Handbook 2023 – 2024 School Year



*2023 NATIONAL FINALIST- Third Place*  
*2017 California State Champions*  
*2002, 2005, 2017, and 2023 Archdiocesan Champions*  
*2013 Archdiocesan Champions – Second Place*  
*2016 Archdiocesan Champions – Second Place*  
*2002 California State Champions*  
*Archdiocese of Los Angeles*  
*Junior High Academic Decathlon*

Cathedral Chapel School  
755 South Cochran Avenue  
Los Angeles, California 90036  
School Office: 323-938-9976  
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*[www.cathedralchapelschool.org](http://www.cathedralchapelschool.org)*

\*This edition negates and supersedes all previous editions

## **Parent's Prayer**

**Dear God,**

**I thank you for the gift of my child to raise,  
this life to share,  
this mind to help mold,  
this body to nurture, and this spirit to enrich.**

**Let me never betray my child's trust,  
dampen my child's hope,  
or discourage my child's dreams.**

**Let me teach my child to be respectful to you,  
show kindness to others and all of your creation,  
and accept responsibility for choices made.**

**Help me, dear God, to help my precious child  
become all you mean her/him to be.**

**Let your grace and love fall on her/him like gentle  
breezes and give my child inner strength, peace  
and patience for the journey ahead.**

**Amen**



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**THANK YOU FOR YOUR COOPERATION AND SUPPORT  
OF THE ADMINISTRATION, FACULTY AND STAFF  
AT CATHEDRAL CHAPEL SCHO**

**CATHEDRAL CHAPEL SCHOOL**  
**Faculty and Staff for the 2023 – 2024 School Year**

**Pastor**

**Rev. Doan Pham**

**CERTIFICATED STAFF**

**Principal**  
**8th Grade**  
**7th Grade**  
**6th Grade**  
**5th Grade**  
**4th Grade**  
**3rd Grade**  
**2nd Grade**  
**1st Grade**  
**Kindergarten**

**Ms. Donielle Mitchell**  
**Mrs. Barbara Moldavon**  
**Dr. Cyril Baiyee**  
**Mr. Jimmy Zepeda**  
**Ms. Joanna Jimenez**  
**Ms. Young Chun**  
**Ms. Norma Anulat**  
**Mrs. Lourdes Valoroso**  
**Mrs. Julia Zlotolow**  
**Ms. Esmeralda Cendejas**

**Art**  
**Computer**  
**Music**  
**Math/PE/Athletic Director**  
**PE Teacher for Gr. K – 5**  
**Reading Resource Teacher**

**Ms. Ingrid Elburg**  
**Dr. Cyril Baiyee**  
**Mr. Zachary Hernandez**  
**Mr. Roman del Pozo**  
**Mr. Ivan Hernandez**  
**Mrs. Elizabeth Salazar**

**School Librarian**

**Mrs. Alyson Smith-Schenk**

**CLASSIFIED STAFF**

**Administrative Assistant**  
**Health Coordinator**

**Mrs. Khisna Holloway**  
**Mrs. Khisna Holloway**

**TK/Kindergarten Aide**  
**Gr. 1 -2 Aide**  
**Gr. 3 - 5 Aide**  
**Gr. 6 – 8 Aide**

**Mrs. Christina Perez**  
**Mrs. Christina Perez**  
**Mr. Marvin Rosales**  
**Mrs. Alyson Smith-Schenk**

**Extended Day Care Director**  
**Extended Day Care Supervisors**

**Mr. Ivan Hernandez**  
**Mr. Marvin Rosales**  
**Mrs. Christina Perez**  
**Mrs. Alyson Smith-Schenk**

**School Custodian**

**Mr. Martin Ponce**

## HISTORY OF CATHEDRAL CHAPEL SCHOOL

Cathedral Chapel School opened on September 8, 1930. Twenty-eight students comprised the first graduating class, and ten sisters of the Immaculate Heart Community, who commuted from the Hollywood Motherhouse, served as the faculty.

In 1968, the Sisters of Saint Louis replaced the Sisters of the Immaculate Heart as teachers in the school. The Sisters of St. Louis lived in the convent from 1968-1987. When they moved in 1987, the Guadalupana Missionaries of the Holy Spirit were invited by the Cardinal to use the facilities as their novitiate. In 1994, Cathedral Chapel Parish sold the convent to the Guadalupana Sisters.

Beginning in 1973, Cathedral Chapel School was under the guidance and support of a new pastor, Reverend Earl G. Walker, a graduate of Cathedral Chapel School. In 1986, the last religious principal served the school community. The first lay principal assumed the administration of the school in September 1987. Cathedral Chapel School continued to be a viable model of Catholic education under the lay leadership of Ms. Tina Katherine Kipp who was appointed as principal in August 2003. Reverend Earl Walker retired in 1998 and was replaced by Reverend Charles Schwehr, who served as pastor of Cathedral Chapel Parish until his sudden death on November 3, 2007. At the end of the 2022-23 school Ms. Kipp retired after serving for 50 years in Catholic education. In July 2023 her co-principal assumed the role as principal. Currently Ms. Donielle Mitchell proudly serves as principal of Cathedral Chapel School.

Reverend Truc Nguyen was appointed temporary pastoral administrator following the death of Father Schwehr. Father Truc Nguyen was officially appointed as pastor in January 2011. Father Truc immediately implemented changes in an effort to reach out and further strengthen the bonds between the parish and school communities. After twelve years as pastor of Cathedral Chapel School Father Truc was reassigned and currently Father Doan Pham serves as pastor.

Today, the Cathedral Chapel School facility includes nine classrooms, a computer lab, a math resource room, a school library, a faculty room, a school auditorium, and offices for the principal, office manager, office assistant, Spanish teacher and Outreach Concern counselors. The computer lab has 34 Apple iMac computers that are linked to the Internet. The lab also has an LCD projector, a scanner, and a printer. A state-of-the-art science lab and art center was successfully completed in January 2014. New LCD projectors and Apple TV devices were installed in all the classrooms in August 2014.

The Outreach Concern Counseling Program was introduced to Cathedral Chapel School in the fall of 2003. Two counselors have been on site at the school four days a week for the past eighteen years to provide counseling to the students, their family members, as well as faculty and staff members. Outreach Concern also provides educational testing services, crisis intervention services, parent/guardian informational meetings, and faculty/staff in-services.

Our successful academic program has prepared students well. Many students receive scholarships as well as honors at entrance from the Catholic high schools of their choice. Cathedral High School, Immaculate Heart High School, Loyola High School, Marymount High School, Notre Dame Academy, Notre Dame High School, and Providence High School have awarded these scholarships and honors to CCS graduates.

At present, the school staff consists of a lay principal, who was appointed in 2003, eleven full-time lay teachers, a computer teacher, a librarian, a music teacher, an art teacher, five teacher aides, an office manager, an administrative assistant who is also the health coordinator, the Extended Day Care Director, five EDC supervisors and a school custodian. Cathedral Chapel School has nine grades ranging from kindergarten through eighth grade. There are currently 200 students enrolled for the 2021-2022 school year.

Through the commitment, encouragement, motivation and example of the administration, faculty and staff, past and present, Cathedral Chapel School continues to offer an effective, challenging, relevant, faith-based learning environment for its students.



## **PARENT-TEACHER ORGANIZATION**

**The Parent-Teacher Organization membership includes all parents and legal guardians of children enrolled in Cathedral Chapel School. The purpose of the Parent-Teacher Organization is to promote the general welfare of the school through establishing and promoting needed fundraising activities. Information for parent activities and fundraisers are available through the family envelope or the office. The PTO Board will be solely consultative (advisory) in nature. Members of the PTO Board will be appointed by the principal on an annual basis. Chairpersons will be appointed by the principal to coordinate activities through the office.**

### **Purpose of the Parent-Teacher Organization**

- 1. Promote open communication among the parents, teachers, and administration**
- 2. Provide support for the principal in her role as the administrator of the school**
- 3. Promote goodwill and cooperation between and among parents, faculty, administration, and parish**
- 4. Direct and coordinate parental support through parent education activities and social functions that build community**
- 5. Help build and enhance the faith community of Cathedral Chapel School**
- 6. Raise funds for the school**
- 7. Coordinate the service and volunteer program**
- 8. Lobby for legislation that has a positive impact on the school and its students**

### **PTO Board for the 2023 – 2024 School Year**

<b>President:</b>	<b>Allie Cormier</b>
<b>Vice President:</b>	<b>Heather Konowal</b>
<b>Secretary:</b>	<b>Colleen Schweitzer</b>
<b>Room Parent Coordinator:</b>	<b>Tula Orum</b>
<b>SUG Coordinator:</b>	<b>Colleen Schweitzer</b>
<b>Choice Lunch Program:</b>	<b>Position Open</b>
<b>Used Uniforms:</b>	<b>Emily Araujo</b>
<b>Event Coordinator:</b>	<b>Aura Byrd</b>
<b>Pastor:</b>	<b>Fr. Doan Pham</b>
<b>Principal:</b>	<b>Danielle Mitchell</b>

## **PHILOSOPHY/MISSION STATEMENT**

In cooperation with the parents as primary educators, Cathedral Chapel School is committed to fostering a faith community based on the Gospel message, Catholic beliefs, traditions and values. Teachers are dedicated to providing a fundamental education which focuses on the whole person, including the intellectual, psychological, social, physical and aesthetic needs of each student. We are committed to further provide necessary educational skills, which will allow our students to function responsibly in, and meet the challenges of an ever-changing society. We strive to create an environment of respect for the dignity of all members of our multicultural community.

### **SCHOOLWIDE LEARNING EXPECTATIONS**

**A Cathedral Chapel School Student is:**

#### **1. A FAITHFUL CHRISTIAN WHO:**

**is able to articulate the basic concepts of Catholic faith and traditions  
displays strong moral character and a sense of conscience  
shows respect for God, self, neighbor and nature  
demonstrates a spirit of service in church, family, school and community**

#### **2. A LIFE-LONG LEARNER WHO:**

**uses good study habits and research skills  
demonstrates a solid foundation of the core subjects  
is an independent critical thinker  
has the ability to learn from their mistakes  
shows an ability to work effectively both independently and collaboratively**

#### **3. A RESPONSIBLE CITIZEN WHO:**

**accepts personal responsibility and exhibits self-discipline  
understands and shows respect for laws which govern our democratic society  
has a basic knowledge and understanding of current national and world events  
appreciates and respects the cultural diversity of society**

#### **4. AN EFFECTIVE COMMUNICATOR WHO:**

**communicates through a variety of media  
effectively expresses ideas, opinions and feelings orally and in writing  
exhibits appropriate social skills  
demonstrates active listening skills and follows directions**

#### **5. AN INTEGRATED INDIVIDUAL WHO:**

**evaluates life situations and make decisions accordingly  
sets and achieves short and long-term goals  
appreciates and understands art and music  
incorporates habits of proper nutrition, health and fitness into one's lifestyle**

## **ACCREDITATION**

Cathedral Chapel School is fully accredited by the Western Association of Schools and Colleges and the Western Catholic Educational Association.

## **CONSTITUTIONAL PROTECTIONS**

Catholic schools are governed by Contract Law not Constitutional Law. This *Parent-Student Handbook* is governed by Contract Law.

## **ADMISSION POLICIES**

### **GUIDELINES FOR ADMISSION**

- Preferences shall be given to active members of the parish.
- Under Archdiocesan guidelines for financial considerations, the optimum number of students per classroom is thirty-five (35).
- The recommended age for transitional kindergarten students is four (4) years of age on or before September 1.
- The recommended age for kindergarten students is five (5) years of age on or before September 1.
- The recommended age for first grade students is six (6) years of age on or before September 1.
- All students must comply with current California immunization and health requirements prior to enrollment.
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to serve the educational needs of all students.
- The pastor and principal will review a students' continued eligibility for enrollment in the parish school.

### **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, medical condition, sex or national and/or ethnic origin in the administration of educational policies, admissions policies, scholarship and loan 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.

## **TRANSITIONAL KINDERGARTEN**

Admission to transitional kindergarten will be determined by the following factors:

1. The applicant must be four (4) years of age by SEPTEMBER 1 of the academic year.
2. The applicant must demonstrate that he/she is academically, emotionally and socially ready through data compiled as a result of recommendations and readiness screening.

## **KINDERGARTEN**

Admission to Kindergarten will be determined by the following factors:

1. The applicant must be five (5) years of age by SEPTEMBER 1 of the academic year.
2. The applicant must demonstrate that he/she is academically, emotionally and socially ready through data compiled as a result of recommendations and readiness screening.

## **GRADES K-8**

Admission to Grades K-8 will be determined by the following factors:

1. Completed application accompanied by fee.
2. Entrance test.
3. Verification of all required Archdiocesan and State of California documents; e.g.,  
Baptismal certificate and immunization record.
4. Current report card and standardized test scores of present school.
5. Completed recommendation form.
6. Some students and their parents may be required to meet with the Principal.
7. Students in Grade 1 must be six (6) years of age by SEPTEMBER 1 of the academic year.
8. Once admitted, both the annual fee of \$375.00 and the first month's tuition will be required to hold the student's place. Both fees are non-refundable.
9. NEW STUDENTS ARE ACCEPTED ON A PROBATIONARY STATUS FOR THE FIRST YEAR.

## **READMISSION POLICY**

Any parent who has chosen to take their child out of Cathedral Chapel School and wishes to apply for readmission must submit a letter to the principal stating why they chose to take their child/ren out of Cathedral Chapel School and why they would like their child/ren to return. After careful consideration, the administration will make a decision as to whether or not the child/ren may reapply. Readmission will be considered as a new admission with all admission policies applying to that student.

Students/Parents who have been asked to leave Cathedral Chapel School and who wish to reapply will be considered on an individual basis and will be subject to all admission policies.

## INSTRUCTIONAL PROGRAM

### CURRICULUM (SUBJECT AREAS)

In teaching basic communication and computation skills the faculty endeavors to develop in students a love for learning and the ability to think critically and creatively. Emphasis is placed on good study habits and problem-solving skills. Because of the unique philosophy of Cathedral Chapel, the atmosphere for all subjects reflects Catholic beliefs and traditions. The academic program is balanced with growth in athletic development and abilities, as well as, an appreciation for art and music. The faculty is actively involved in ongoing curriculum evaluation as required by the Western Association of Schools and Colleges (WASC) and Western Catholic Education Association (WCEA). The subjects taught in Cathedral Chapel School include:

**Religion, Reading/Literature, English, Spelling/Vocabulary, Mathematics, Social Studies, Science, Spanish, Physical Education, Computer, Art, and Music**

Religion classes include the Family Life Program in Grades K-8 and the VIRTUS *Empowering God's Children* Program in Grades K – 8. These programs are taught during the second trimester. Parents are notified when the classes will begin and asked to sign a permission form. Parents are welcome to review any of the above curriculums and may contact the office at any time to make arrangements.

**Religion:** We respect the individual's right to practice his/her own faith expression and we do not attempt to impose our Catholic faith on others. However, non-Catholic students are expected to participate fully in all religion classes, daily prayers, Mass attendance and religious activities during school hours, as well as the yearly class Sunday Masses.

Those who wish their child to be baptized in the Catholic faith are asked to contact the rectory office at (323) 930-5976 for information.

### COMMUNITY SERVICE

Students in grades 5-8 are required to perform Christian Service hours as part of their religion curriculum. The purpose of Community Service is to encourage the student to go outside of their immediate family and friends to reach out to others in the community. Each student will receive necessary forms to document their hours and must be turned into the religion teacher at the end of each trimester. Service hours must be divided into service for the school, service for the family, and service for the local community.

**Service Hour Requirements are as follows:**

**Grade 5 = 15 Hours**  
**Grade 6 = 20 Hours**  
**Grade 7 = 25 Hours**  
**Grade 8 = 30 Hours**

### SCHOOL FAMILIES

“School Families” are organized by the teachers at the beginning of the school year

- to develop in students and understanding of self, and of their relationship to individuals
- to provide opportunities for older children to learn principles of leadership, and then to practice them
- to make it possible for younger students to have the chance to know the older ones, to be able to look up to them, to feel they are an important part of the school environment
- to enable all students to experience a stronger sense of school unity and pride, a sense of “family”
- by using activities created for this purpose, to bring about a sense of responsibility of students toward their school, to the end of bettering the school both morally and physically
- to enable students and the faculty to improve the faith community dimension of the total school philosophy
- to allow students to grow in appreciation of other students from varying home environments and cultures
- to have fun together.

Activities are scheduled one afternoon per month as the schedule permits. Students are organized so that there are students from each grade in each family. An 8<sup>th</sup> grader is the “head” of the family.

## HOMEWORK

Homework is assigned each day, at the discretion of the teacher. The purpose of homework is to reinforce material already taught and to foster habits of independent study. Assignments of written homework are limited to days on which the school is in session, unless make-up work or long-range assignments are required.

Suggested homework schedules are as follows:

Grades 1 and 2	30 minutes
Grades 3 and 4	1 hour
Grades 5 and 6	1 1/2 hours
Grades 7 and 8	2 hours

**Parents should check the child's homework agenda daily. Some teachers require that the Student's Agenda be signed by a parent to verify that the homework has been completed.**

Long-range assignments should be carefully planned so as to avoid last minute rush efforts. If a student cannot finish her/his homework in the time given, a written note from either a parent or guardian with an acceptable written explanation will be accepted provided that this is done only for exceptional reasons and that the homework is made up the next day. Students in grades K-8 are provided with a homework agenda. It is the responsibility of the student to properly note assignments and complete them on time. Students who fail to turn in an assignment, without an acceptable written explanation, will be given a written notice to be taken home, signed by a parent or guardian and returned to the homeroom teacher the following day. Failure to complete homework assignments can seriously affect a student's grade.

Homework may be assigned Monday through Thursday evening. Unfinished classwork may be sent home to be finished and is not included in the above-mentioned time allotments. **It is up to the discretion of the teacher to give assignments for students who are absent due to illness or vacation.** Parents may contact the classroom teacher for more information. The school must be notified at least two weeks before an extended vacation is scheduled if the parent is expecting to take classwork and homework for the trip.

Do not expect classrooms to be unlocked for forgotten books and homework once school is out.

If a child is experiencing difficulty, it is important that there be an open line of communication between parents and teachers. It is also very important that parents be willing to spend some time helping their children who need assistance. Education is a collaborative effort.

## FIELD TRIPS

Throughout the year field trips are scheduled to offer students an opportunity to widen their experiences and to reinforce curriculum areas. Announcements of scheduled trips will appear in the parent newsletter. Field trips are a privilege. A student may be denied participation if she/he fails to meet academic or behavioral requirements. Students who fail to submit a proper form, signed by either a parent or a guardian, will not be allowed to participate in the field trip. **Telephone calls WILL NOT be accepted** in lieu of proper forms. Parents have a right to refuse to allow their child to participate but should notify the teacher in writing. Eighth graders may be denied participation in the June Graduation Trip if behavioral expectations are not met and if tuition/fees are not paid in full. All field trip chaperones must be VIRTUS trained and fingerprinted.

Students on buses must follow the rules of the driver, which include keeping hands, head, etc. inside the bus.

## DAILY SCHEDULE

Children should wait on the playground each morning in their line area and not in the hallways or classrooms unless authorized by a teacher. They should be in proper uniform and have all necessary books and lunches in their possession.

## Regular Schedule - Grades K-8

7:55 AM	First bell rings – students line up for assembly
8:00 AM	School begins with morning assembly
10:00 – 10:15 AM	Recess for Grades K - 4
10:30 – 10:45 AM	Recess for Grades 5 - 8
12:00 – 12:30 PM	Lunch for Grades K– 4
12:30 – 1:00 PM	Lunch for Grades 5 - 8
3:00 PM	Dismissal for Grades K–4
3:10 PM	Dismissal for Grades 5 – 8
3:30 PM	All students are picked up or go to EDC

## Minimum Day Schedule

7:55 AM	First bell rings – students line up for assembly
8:00 AM	School begins with morning assembly
10:00 – 10:15 AM	Recess for Grades K - 4
10:30 – 10:45 AM	Recess for Grades 5 - 8
12:30 PM	Dismissal
1:00 PM	All students are picked up or go to EDC

A classroom **may not** be interrupted at any time by a parent/guardian. If a student has forgotten an item, it should be labeled with the student's name and left in the office. Parents/guardians wishing to meet with a teacher need to call the office to make an appointment or email the teacher. Impromptu meetings will take place at the discretion of the classroom teacher.

## SNACKS AND LUNCHES

Students may not bring sodas that contain caffeine (e.g., Coke, Pepsi) to school. Caffeine is a stimulant, which may cause some children to have difficulty concentrating and behaving. Juice boxes and SMALL plastic bottles of juice are acceptable. In our ongoing effort to teach students individual responsibility, we ask that parents do not bring forgotten lunches or fast-food lunches to the school office. **GLASS CONTAINERS MAY NOT BE BROUGHT TO SCHOOL.** No LARGE bottles of water or sports' drink may be brought to school. Students who do bring bottled water or juices to school need to keep them in their backpacks and take them out only at lunch or recess.

## PARENT-TEACHER/PARENT-PRINCIPAL CONFERENCES

Parent -teacher conferences are a means of establishing a cooperative relationship, which is vital for the steady growth of the child. Parent-teacher conferences are held for all parents of students in grades K-8 in December. An online signup is provided through *Sign Up Genius* one month before conferences. Parents must attend the conference in order to receive the 1st trimester report card (K-8) and *STAR Test Results for K – 8*.

If a parent wishes a conference regarding academic progress at any other time they may contact the teacher in writing, or call the office to schedule an appointment. Parents may also be contacted by teachers or the principal to discuss academic or behavioral situations. Teachers may meet with parents a reasonable number of times throughout the school year.

**In accordance with Archdiocesan policy, administrators and teachers may not communicate through electronic mail in regards to academic/behavioral situations.**

In keeping with the church's principle of subsidiarity and working out difficulties mutually within the demands of the Gospel, problems should be solved at the lowest possible level whenever possible. Thus, if parents have concerns regarding any teacher or other school employee, they will need to call the office or email the teacher for an appointment with that person. **TEACHERS WILL NOT BE ASKED TO LEAVE THE CLASSROOM TO TAKE PHONE CALLS OR TO MEET WITH PARENTS UNLESS REQUESTED BY THE PRINCIPAL. PLEASE DO NOT DISTURB THE FACULTY OR STAFF MEMBERS DURING SCHOOL SUPERVISION AS IT MAY DISTRACT THEM FROM THEIR DUTIES.**

Appointments regarding student academic or behavioral problems may be made with the principal only **after** an appointment has been made to attempt to solve the problem with the teacher(s) or staff member involved. Most situations can, and have been, worked out before the need to see the principal. Calls to the pastor or regional supervisor should be made only after the above measures have been taken.

### **GRIEVANCE PROCEDURES**

If the Department of Catholic Schools determines that a grievance may be filed after all of the above measures have been exhausted, the Archdiocese has guidelines for grievance procedures, which are available in the school office or at the Department of Catholic Schools.

### **WORK STANDARDS**

All students are expected to follow the standards posted in the classrooms for acceptable work. Please encourage these standards with work done at home as well.

### **STUDENT WORK STANDARDS**

#### **HEADING**

**K-2 write full name and date on work**

**3-8 full name, date and subject in right hand corner**

#### **INK OR PENCIL?**

**K-3 All work needs to be done with a #2 pencil.**

**4-8 Written assignments should always be done in blue or black ink.**

**K-8 Math is done in pencil only.**

#### **NEATNESS**

**All work must be legible to be accepted.**

**Assignments are to be turned in on clean loose-leaf paper only.**

#### **CORRECTIONS**

**White-out may not be used.**

**Corrections may not be crossed out.**

**Use an erasable pen or put parentheses around the mistake and make the correction next to it.**

### **PROGRESS REPORTS**

Progress reports will be sent home for every child in the middle of each trimester. Parents are asked to review this report with their child, sign the enclosed letter and return it the next school day. It is suggested that an appointment be made with the teacher at this time if there is concern about the student's progress.

### **INTERIM REPORTS**

Students whose grades are not acceptable in the time between Progress Reports and Report Cards will receive an Interim Report from the teacher. Parents are asked to review this report with their child, sign it and return it the next school day. It is recommended that an appointment be made with the teacher at this time.



## **REPORT CARDS**

Cathedral Chapel School uses the trimester system. Each term is 12 weeks long. This system allows teachers more time to determine the accomplishments and needs of each child, especially in TK/Kindergarten and 1st grade. Report cards (Grades K-8) will be issued three times a year at Parent-Teacher Conferences in December, one week after the 2nd term ends and the last day of school. Please check the calendar for term endings.

**According to Archdiocesan policy, when a student is absent for an extended time e.g. fifteen (15) days during a trimester grading period, official grades may be withheld. This decision is left to the judgment of the principal in consultation with the teacher.**

## **GRADING POLICY**

**The following Archdiocesan grading system is used:**

### **Kindergarten**

O = Outstanding

G = Good

S = Satisfactory

NI = Needs Improvement

No Mark = Not expected at this time

### **Grades 3-8**

97-100 = A 75-79 = C

93-96 = A- 70-74 = C-

90-92 = B+ 67-69 = D+

87-89 = B 64-66 = D

85-86 = B- 60-63 = D-

80-84 = C+ 60-Below = F

### **Grades 1-2**

O = Outstanding

G = Good

S = Satisfactory

NI = Needs Improvement

### **Skills Grades 1-8**

√ = Area for Improvement

+ = Area of Strength

**Students who are found cheating will not receive any credit for that assignment or test.**

## **BEHAVIOR AND WORK HABIT GRADES**

The homeroom teacher in grades K-5 gives the general behavior and work habit grades. Junior high students receive a behavior and work habit grade from each teacher. Behavior and work habits are considered when grading art, PE, music and computer. A student who has received any discipline slips will have his/her conduct grade lowered by a half grade. A student who has been suspended will have his/her conduct grade lowered a whole grade.

## **PROBATION**

At the end of each term, if a student is below average in academic subjects, behavior or work habits, she/he may be placed on probation for the following term. In that event, the parents and students will be required to sign a probationary contract. Non-compliance with the standards set by the contract may prevent the child's continued attendance at Cathedral Chapel School.

## **PROMOTION AND GRADUATION**

Students are promoted when they have attained the adequate knowledge specified in the school curriculum for a particular grade. The teacher will fill in the appropriate space on the report card at the end of the year. Parents will be notified during the second trimester if their child will not be promoted.

Eighth grade students are expected to achieve at least grade level proficiency in order to merit promotion. In addition, all 8th grade students will be required to perform at least 30 hours of community service before graduation. A notice will be sent to the student's high school if they have failed to maintain grade level proficiency and they may be ineligible to receive a promotion and/or attend the high school of their choice. Final grades will be sent to the high school at which the student was accepted. *No eighth-grade student will be allowed to attend the June Graduation Trip or receive a diploma if tuition and fees are not paid in full by the announced deadline. Eighth graders who do not meet behavioral expectations will not be allowed to go on the Graduation Trip.* More detailed information regarding graduation is given to parents/guardians at appropriate times.

## **TRANSFERRING SCHOOL RECORDS**

Due to the time and expense involved with preparing and mailing student transcripts, students applying to private or Catholic elementary or high schools will be allowed 2 transcripts at no cost. There will be a \$5.00 charge for each additional transcript mailed.

## **RETENTION POLICY**

A teacher may recommend that a child be retained. The decision will be based upon a consideration of the overall welfare of the student, i.e., by carefully weighing academic, emotional and social factors. With the approval of the principal, the teacher will inform parents regularly of the student's progress or possibility of retention. If a parent disagrees with the retention, it may be advised that the parents will need to seek other placement for the child. Students may also be required to attend summer school or receive tutoring and take a proficiency test at the end of summer in order to be promoted.

## **TESTING**

As directed by the Archdiocese of Los Angeles, standardized testing, the STAR Tests for grades K – 8 are administered three times a year online. Students in grade K – 3 take the Early Literacy test. Students in grades 2 – 8 take the STAR Math and ELA. Parents will be notified of testing dates, and are asked that medical and dental appointments NOT be scheduled during those dates. STAR test results are sent home to the parents three times a year. STAR test results are also discussed at Parent-Teacher Conferences in December. ARK (Assessment of Religious Knowledge), mandated by the National Catholic Education Association (NCEA) is administered to students in grades 2 through 8.

Entrance tests are given to new students before acceptance.

## **AWARDS**

Two students are chosen from each class for the STUDENT OF THE MONTH award beginning in September. Each month a different area of excellence is recognized. The classroom teacher chooses the student for the Student of the Month award. The themes for Student of the Month are the following:

<b>September</b>	<b>Respect</b>	<b>February</b>	<b>Caring</b>
<b>October</b>	<b>Responsibility</b>	<b>March</b>	<b>Honesty</b>
<b>November</b>	<b>Trustworthiness</b>	<b>April</b>	<b>Courage</b>
<b>December</b>	<b>Fairness</b>	<b>May</b>	<b>Diligence</b>
<b>January</b>	<b>Citizenship</b>	<b>June</b>	<b>Integrity</b>

**CHAPEL STARS** are students whose teachers have chosen their work to be displayed on the hallway board outside of the office. Students are selected monthly in each class for excellence in their work.

## TRIMESTER AWARDS

### 1) Honor Roll - Grades 3-8

Following the criteria for the awards given at graduation, students who have maintained a **3.5 average** or above will qualify for "A" Honor Roll. Students who maintain a **3.0 - 3.4 average** will qualify for "B" Honor Roll. The following subjects are averaged to determine Honor Roll: Religion, Reading, Math, English, Spelling or Vocabulary, Social Studies, Science and Spanish. The following will disqualify students from the Honor Roll: "D" in any subject, lower than a "B" in conduct or effort. (B- is unacceptable)

Grade Point Equivalents:

<b>A</b>	=	<b>4.0</b>	<b>C</b>	=	<b>2.0</b>
<b>A-</b>	=	<b>3.7</b>	<b>C-</b>	=	<b>1.7</b>
<b>B+</b>	=	<b>3.3</b>	<b>D+</b>	=	<b>1.3</b>
<b>B</b>	=	<b>3.0</b>	<b>D</b>	=	<b>1.0</b>
<b>B-</b>	=	<b>2.7</b>	<b>D-</b>	=	<b>0.7</b>
<b>C+</b>	=	<b>2.3</b>	<b>F</b>	=	<b>0</b>

### 2) Honor Roll – Grades 1–2

In grades 1 and 2, students must receive an "O-" or above in these subjects have no check marks to qualify for "A" Honor Roll and: Religion, Language Arts, Handwriting, Spelling, Mathematics, Social Studies, and Science. Students must receive "G" or above in these areas to qualify for "A" Honor Roll: Art, Computer Music, P.E., Spanish, Work Habits, and Behavior.

In grades 1 and 2, students must receive an "G" in Language Arts, Religion, Handwriting, Spelling, Mathematics, Social Studies, Science, Art, Computer, Music, P.E., Spanish, Work Habits, and Behavior to qualify for "B" Honor Roll.

### 3) Principal's List

To qualify for the "Principal's List" students must have no less than an "A-" or "O-" in behavior and work habits, no behavior checks and show strong support of school policy.

### 3) Character Counts

To qualify for the "Character Counts" award students in grades 3 – 8 must have no less than "A-" or "O-" in behavior. Work habits are not taken into consideration for this award. If the student receives the "Principal's List" award for outstanding behavior and work habits, he/she will not receive a "Character Counts" award

## YEAR END AWARDS

In addition to the "A" and "B" Honors and *Principal's List*, awards for individual subject areas, citizenship, improvement, effort and perfect attendance are given to students at the end of the year.

## SCHOOL POLICIES

## COMMUNICATION

Students are responsible for bringing home family newsletters and all other communications from the school to his/her parents. See the website calendar for dates. We ask the parents to make certain that the family envelopes are **signed and returned to school the next day** and that all communications are read carefully. In order to emphasize the student's responsibility for maintaining this communication there will be a \$2.00 charge for a lost envelope. (Anyone wishing to send a flyer home for any activity must have it approved and initialed by the principal before distribution.) **ENVELOPES ADDRESSED TO PARENTS/GUARDIANS ARE CONSIDERED CONFIDENTIAL AND SHOULD NOT BE OPENED BY STUDENTS.** Please teach your child to be respectful of this practice.

**In accordance with Archdiocesan policy, administrators and teachers may not communicate through electronic mail in regards to academic/behavioral situations that need to be dealt with on a personal basis. Parents should schedule an appointment to meet in person.**

## PHONE LISTS

Parents/guardians will be asked to sign a permission slip allowing publication of phone numbers for parent activities. Any parent who is in need of a phone list (e.g., heading a fundraising committee or acting as a room parent) must go to the office to pick up the list and sign a confidentiality statement. Use of a confidential phone list for any other purpose than that which is approved by the school administration will result in permanent loss of the privilege and/or your being asked to remove your child (ren) from the school and/or possible legal action.

## CARE OF SCHOOL PROPERTY

Each student is responsible for the care of a set of textbooks that is given to him/her at the beginning of the school year. Lost or damaged books must be reported and replaced. Books **must be covered** with suitable book covers **at all times**. Absolutely no writing of any kind is allowed on backpacks, book covers, binders, etc. and may result in confiscation of same, as well as, a conduct referral.

Any student who purposely kicks a ball over the fence or destroys any school property will be given a written notice to take home and be held financially responsible for its replacement.

## LOST AND FOUND

Please mark all uniform items, lunches, lunch boxes and backpacks with name and grade. Lost articles are the sole responsibility of the students. There is one lost and found container located in the bench outside the school office. Any items left in the box will be disposed of, given away or sold as used uniforms at the end of the school year.

## COLLECTION OF MONEY

No collection of money for school or other purposes is permitted without the explicit permission of the administration. Students should never leave money in a classroom overnight. Students are discouraged from bringing large amounts of money to school.

When money or checks are brought to school for payment of tuition, fees, field trips, lunches, etc., it should always be in an envelope labeled with the child's name and grade, purpose of the enclosed money and amount. Exact change is appreciated, as the office does not necessarily have change.

**CATHEDRAL CHAPEL SCHOOL IS NOT RESPONSIBLE FOR LOST  
OR STOLEN ITEMS OF ANY TYPE.**

## BIRTHDAY PARTIES AND CLASS PARTIES

Any parent who wishes to celebrate their child's birthday at school **MUST** call the school office and get the permission of the teacher. Because we do not wish to lose valuable teaching time, parties are limited to **HEALTHY TREATS AND BOXED DRINKS**. Please avoid treats with nuts. **Please do not send "goody bags"**. To avoid hurt feelings, party invitations may not be handed out in the classrooms. Class parties are limited to Halloween, Christmas and Valentine's Day.

## LIBRARY

The students use the library on a regular basis. It is important that the student learn to be responsible about returning and caring for borrowed books. A fine of \$0.10 per library day per item is charged for overdue books. Students are financially responsible for lost books. Outstanding fines may result in temporary loss of library privileges and/or holding of report cards. Library privileges may also be temporarily revoked for students who do not use their library time properly.

First and second grade students check out one book per week and they keep the books in their desks. All other students may take their books home. Third and fourth grade students may check out two books per week. Fifth through eighth grade students may check out four books per week. The librarian, at her discretion, may arrange for upper grade students to use the library for research during lunch or after school.

## ABSENCES

For the safety of your child/children and the convenience of the teacher please call the office **before 9:00 a.m.** the first day your child is absent. State Law requires that when a student is absent from school s/he may not legally be readmitted without a written note explaining the absence. It must be presented to the homeroom teacher when the student returns to school or the **parents/guardians may be called to bring a note for readmission.** While a phone call regarding the student's absence is mandatory the day of the absence it does not replace the written note.

If a child has been diagnosed with a communicable disease, please call the office so that precautions may be taken and notification sent home. A student who has been absent from school because of a reportable communicable disease must have a permit issued by the Public Health Department, a physician, or a nurse, before s/he is readmitted to school.

If you are going to be out of town, please notify the school office regarding the custodial care of your child. Emergency information should be included.

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

## DOCTOR/DENTAL APPOINTMENTS

All such appointments should be scheduled outside of school hours if at all possible. If it is necessary for a student to be released from school for such an appointment, a note requesting early dismissal from school must be presented and parents must sign the child out from the office. If students are not present at school due to a medical appointment, they are marked **absent** in the school register.

## TARDINESS

School officially begins at 8:00 AM. A student is considered tardy if he/she is not in line for morning assembly by 8:00 AM. Students who arrive after 8:00 AM **MUST** go directly to the office. The student will receive a "tardy slip" to allow entrance into the classroom. Habitual tardiness is very disruptive to the teacher and the class and does not teach the student responsibility. It is a serious matter, and without an acceptable reason, may result in attendance probation and eventual dismissal from the school.

Our policy is the following:

### **Tardies per trimester:**

<b>6 times =</b>	<b>warning letter to parent</b>
<b>9 times =</b>	<b>phone call to the parents requesting a conference</b>
<b>13 times =</b>	<b>students will not be eligible to receive Honor Awards</b>

## LEAVING THE SCHOOL GROUNDS

No student may leave the school grounds at any time during school hours unless he/she has written parental permission and is accompanied by an authorized adult. DUE TO INSURANCE PURPOSES, AND FOR SAFETY REASONS, students in Extended Day Care or those remaining for CYO practices or games may not leave the school grounds and return. If a student leaves the school grounds without following these rules, it will be regarded as truancy and will merit disciplinary action. Athletes who fail to observe these rules may forfeit team membership.

## VISITORS

In accordance with California Law, **anyone coming on to the school grounds while school is session must report to the school office to obtain permission to be on the grounds.** THIS LAW APPLIES TO ANY PERSON WHETHER SALESPERSON, PARENT VISITOR OR GUEST STUDENTS. Visitors are required to sign in and out and wear a visitor's pass. *Visitors may not go to the classrooms during class time since interruptions to instruction must be kept to a minimum.* However, a child may be called out of class to speak with a parent if necessary. For safety purposes, students from other schools who are not alumni are not allowed to come on campus to visit or attend games.

## VOLUNTEER HOURS AND THE VOLUNTEER HOURS' FEE

Each school family is required to complete thirty (30) Volunteer Hours during the school year. There are a variety of activities/events for which parents/guardians can volunteer throughout the school year. Only hours that are completed for a school event may be counted toward your Volunteer Hours' Requirement. Signups for different school activities/events will be available in the Family Envelope or at General Parent Meetings e.g. Back to School Night. If you are unable to complete your requirement of 30 Volunteer Hours, your family will be assessed a fee at the end of the school year. The Volunteer Hours' Fee is \$15.00 per hour or \$450.00 for 30 uncompleted hours. Our goal with this requirement is to have more parents/guardians involved in their children's school activities/events. It is important for your children to see you involved at school and faculty, staff and students value your presence at our school.

## SAFETY REGULATIONS FOR DRIVERS AND STUDENTS

1. The school is not liable for any student until they have arrived on the school grounds. The gates are opened and yard supervision begins at 7:30 am. **DO NOT LEAVE CHILDREN ON THE STEPS OR AT THE GATE UNSUPERVISED AT ANY TIME.**
2. Children must wait on the yard in the morning before school, not in the hallways or on the corner of 8th and Cochran Ave.
3. Parents are asked to pick up children promptly between 3:00 and 3:30 PM. The gate on 8th Street is locked at 3:30 PM on Monday, Tuesday, Thursday, and Friday and 1:00 PM on Wednesdays/minimum days.

Grades K-4 will be dismissed from the Dunsmuir gate.

Grades 5-8 will be dismissed from the 8th Street gate.

3:00 – 3:10 PM: Students who do not have siblings should go directly to the appropriate gate.

Younger students should meet older siblings in the lunch area to be ready at 3:10 PM.

3:10 – 3:20 PM: Students who have siblings or who are in carpools should go to the appropriate gate.

4. **PLEASE DO NOT ASK OR ALLOW YOUR CHILDREN TO RUN ACROSS 8TH STREET, DUNSMUIR AVENUE OR COCHRAN AVENUE. IT IS EXTREMELY DANGEROUS.**
5. At NO TIME may drivers double park or pull into the school or convent driveways. This is an extreme safety hazard for the children and the flow of traffic.

You may have to drive around the block to find an open parking area.

6. Please do not sit and blow the horn. If a student is not available at the moment, the driver is asked to park, get out of the car and look for him/her.
7. At 3:30 PM, a bell will be rung. (1:00 PM on minimum days) Anyone not in Extended Day Care or an adult supervised activity will be placed in Extended Day Care. Parents will be charged a \$12.00 Occasional Use Fee. After 3:30 PM, students will be released through the front door by an EDC supervisor. All students in EDC must be signed out by an adult.
8. Students may not ride bicycles on the school grounds since other students' safety is important. Any student who rides his/her bike on the school yard may lose the privilege of bringing his/her bike to school. Skateboards and skates are prohibited at all times.

### **INSURANCE**

Accident insurance is made available to each child through the Archdiocese of Los Angeles and is compulsory for all children attending school in the Archdiocese. If you have family medical insurance, the school accident insurance will be used as the secondary insurance company. The cost is included in the annual fee. Please contact the office for a claim form if your child is injured at school or at a CYO game.

### **EMERGENCY CARDS**

A BLUE emergency card which is kept in the school office is given to each family in the August Family Envelope. A YELLOW emergency card which is used in the event of an earthquake and/or disaster is also sent home to be completed by the parents. Please fill out ALL portions of both cards and SIGN them. List the names of persons other than the parent who will take care of your child when he/she is ill. This information is a vital part of each child's records and **must be kept up to date. If either the home or business address or telephone number is changed, the school must be notified IMMEDIATELY!** All information listed is strictly confidential and is limited to school use only.

### **SCHOOL RECORDS**

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

### **CUSTODIAL DOCUMENTATION**

For the safety of the students, divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. Never married parents should also have custody documents on file. The school will not be held responsible for failing to honor arrangements that have not been made known in writing.

### **OBSERVED OR SUSPECTED CHILD ABUSE REPORTING**

Members of the school faculty and staff are considered to be **MANDATED REPORTERS** by the State of California. All school faculty and staff members are required, under penalty of fine, and/or jail term, to report any observed or suspected physical and/or emotional abuse; emotional deprivation; physical neglect; inadequate supervision; sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents/guardians in advance of making a report to legal authorities.

## IMMUNIZATION RECORDS

No pupil may be unconditionally admitted to school unless s/he has been immunized against poliomyelitis, measles, rubella, diphtheria, tetanus and pertussis for first admission to schools in California. In addition Hepatitis B immunization is required for students entering preschool and Kindergarten. Beginning July 1999 all students entering grade 7 will be required to present documentation showing the dates when 3 doses of Hepatitis B have been received. Pending the approval of proposed regulations, a second MMR and a Tdap booster may be required at 7th grade entry as well. Beginning July 2001 students in Kindergarten must be immunized against chicken pox.

## HEALTH SERVICES

No nurse is on duty at the school, but minor first aid is administered by the office staff. Parents are always notified if a child is seriously injured or ill. Paramedics will be called if needed. **Any allergies or special health problems must be noted on the Emergency Card.**

Various screening tests (vision, hearing, dental, scoliosis, etc.) are conducted during the school year. Announcements of these programs will be found in the family newsletters.

## MEDICATION

To protect all children and to conform to the State Education Code, no student may bring any medication (prescription or non-prescription) to school. **Only medication prescribed by a health care provider may be taken during school hours.**

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

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

Students carrying inhalers must have a Physician/health care providers' release on file stating that he/she may have it with him/her while at school or at a school activity.

Only under these conditions may any medicine be given at school.

## COUNSELING

The mission and purpose of the school is education. Schools do not assume the responsibilities proper to the family and to society. The role of the school is distinct from the role of other agencies, both the Church-sponsored and community-sponsored, which provide for mental and physical health and welfare. The school does not assume responsibility for psychological counseling or therapy. Parents and students may be encouraged or required to pursue counseling. Outreach Concern Counseling, Inc. provides two counselors on site for the students and their families. Counseling resources on a sliding scale are also available through Outreach Concern Counseling, Inc. Educational Testing is also available for a fee.

Teachers will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. Parents/guardians will be promptly notified of teacher concerns.



## **EMERGENCY PROCEDURES**

### 1. **Fire:**

Faculty and students practice fire drills monthly and cooperate with all safety and educational programs of the Los Angeles City Fire Department. The school is installed with a hallway sprinkler and fire extinguishers on all levels.

### 2. **Earthquake:**

Students practice drop drills and evacuation procedures on a monthly basis. A yellow "Earthquake Emergency Card" for each student is kept by the teacher. These must be filled out completely and returned to school during the first week of school. EDC students are required to have a yellow card on file. The school is equipped with food and water for all students. Emergency supplies are stored in the earthquake shed on the playground. Emergency supplies including food bars, water, medical supplies, and search/rescue equipment is stored in the shed at the end of the lunch area near Dunsmuir Avenue. Supplies as well as the emergency plan are updated annually.

In case of a major disaster, Cathedral Chapel School will make an attempt to take the same action as the Los Angeles Unified School District. Turn your radio to KNX 1070 AM for the latest information from the Department of Catholic Schools or individual sites. Do not telephone the school. Phone lines must be accessible to school personnel for emergency procedures. The front door will be locked. Children will be released to the parent, or those adults listed on the yellow Earthquake Emergency Card only, from a designated evacuation area in the schoolyard at the Dunsmuir gate. Please be aware that the children will remain calm if the adults around them are calm and assuring.

If an event occurs out of school hours, please check local media for information.

The administration will also send eblasts, texts and make robo calls to provide information about the school.

## **LOCKDOWN**

A lockdown situation could include danger from the outside or inside. In such an event 3 short bells will ring or the command LOCKDOWN will be given. The classroom doors will be locked and closed immediately and students are to sit quietly under their desks until the all-clear bell is rung. No one other than emergency personnel will be allowed to enter the school during a lockdown. Students participate in a monthly lockdown drill.

## **BOMB THREAT**

Immediately upon receiving a bomb threat the police will be called. During the threat the decision to hold a fire drill or to take other action shall be made by the principal in consultation with the fire and police officials. If the building is to be evacuated fire drill procedures will be followed.

## **EXTENDED DAY CARE**

The school provides a quality, inexpensive, extended day care program for students, which includes a limited supervised homework period, arts and crafts sessions, computer and playtime. The EDC staff is not responsible for seeing that a child finishes his/her homework. Parents need to fulfill that responsibility at home. Parents who wish to enroll their child (ren) must complete a contract for the program and provide emergency information. This contract cannot be changed without the permission of the principal. The monthly fee is \$140 for the one child, \$240 for two children and \$330 for three children. The fee is on a monthly basis and does not depend on the number of school days in the month. Payment is due the 1st of the month. There will be a late fee of \$15.00 for payment received after the 10th. A returned check will incur the returned check fee as well as a late fee. **REGISTRATION FEE OF \$25.00 WILL BE ASSESSED AT THE TIME OF REGISTRATION. See the EDC Handbook for more information.**

Parents who use the service on an emergency or occasional basis will be assessed an Occasional Day Fee of \$15.00 which is DUE on the day that the service is rendered. Students who are not picked up by 6:00 PM will be billed \$15.00 for the first 15 minutes and \$15.00 for any subsequent 15 minute intervals or any fraction thereof. All hourly and late charges are based on the EDC clock. Billing for EDC is a courtesy. Payments are due on the 1<sup>st</sup> of the

month. **To avoid extra billing and late fees it is required to pay Occasional Day fees and late fees upon pick-up.**

Students involved in after school activities who are not picked up on time from that activity will be placed in EDC and will be charged for EDC. Students involved in an extracurricular activity who are not already registered in EDC must be picked up at the designated time or they will be placed in the EDC Program. After 3:30 PM any child who is not in CYO sports will be placed in Extended Day Care. CHARGES WILL BEGIN AT 3:30 PM or 1:00 PM on early dismissal days. For safety and billing reasons all students must be signed out when leaving. The student may only leave with a person designated on the emergency card. Children must be picked up and signed out in the school office by a parent/guardian or another authorized adult. **No child will be allowed to leave the building unsupervised.**

Students and/or parents/guardians who do not cooperate with EDC regulations may lose the privilege of using the service.

## **UNIFORMS**

All students in grades K-8 are required to own a COMPLETE uniform including a CCS authorized jacket. Mr. Michael's Uniform Company will schedule a day to take orders. Clothes must always conform to rules of modesty, good taste and appropriateness. We ask parents' cooperation to see that the school uniform is worn at all times. It is not the responsibility of school personnel to be constantly reminding students about proper uniforms. Non-uniform items may be confiscated. If a child is unable to be in full uniform, a written note of explanation must be presented to the teacher for **each day** the student is out of uniform. Some excuses may not be acceptable. Long-term excuses are not acceptable. **STUDENTS WHO ARE OUT OF UNIFORM WILL BE GIVEN A UNIFORM INFRACTION NOTICE TO BE TAKEN HOME AND SIGNED.**

Behavior grades will be seriously affected by uniform violations.

### **Boys (Grades K-8)**

- Navy blue trousers (e.g., purchased from Mr. Michael's Uniforms). Pants may not be baggy or worn low on the hips. Pants must fit at the waist. Cargo pants are not acceptable.
- **Solid** white (**no** designs) undershirt
- Chapel polo shirt (tucked in-white or grey) available in short sleeve and long sleeve
- Navy blue sweatshirt with the CCS logo
- Navy blue CCS jacket and/or navy-blue CCS cardigan sweater and/or navy blue CCS vest
- **Navy blue** walking shorts (optional) (e.g., purchased from Mr. Michael's Uniforms)
- Clean leather or canvas tennis shoes (WHITE, BLACK, OR NAVY)  
High-top, hiking-type shoes are not acceptable.
- **Socks must be seen above the shoe –must be quarter or crew socks.**  
Solid white or navy-blue socks
- Baseball hats are not allowed unless authorized by the principal.

### **Girls (Grades K-8)**

- Kirk plaid jumper (Grades K-4) (1 and 1/2 inch above the knee)
- Kirk plaid skirt (Grades 5-8) (1 and 1/2 inch above the knee)
- White short-sleeved blouse (tucked in) or (e.g., purchased from Mr. Michael's Uniforms)
- Chapel polo shirt (tucked in-white or grey) Available in short sleeve and long sleeve
- Navy blue sweatshirt with the CCS logo
- Navy blue CCS uniform jacket and/or navy blue CCS cardigan sweater and/or navy blue CCS vest
- **Navy blue** walking shorts (optional) (e.g., purchased from Mr. Michael's Uniforms)
- Kirk plaid skirt (optional for grades K-8)
- Navy blue trousers, (e.g., Purchased from Mr. Michael's Uniforms). Pants must fit at the waist.
- Solid white or navy blue socks or knee-highs
- **Socks must be seen above the shoe –must be quarter or crew socks.**
- Solid white or navy blue tights are acceptable. Leggings are NOT allowed.
- Clean leather or canvas tennis shoes (WHITE, BLACK OR NAVY)  
High-top, hiking-type shoes are not acceptable. Plastic or platform-type shoes are not practical or safe for school.

### **Jewelry and Make-up**

- No make-up or nail polish is permitted during school or after school, including colored lip-gloss.
- No excessive jewelry is permitted. For safety reasons **ONE** pair of small studs or hoops, or dangling **(no longer than 1/2")** is acceptable.
- A single necklace and/or bracelet may also be worn.
- Boys may not wear earrings.
- Students may not have a tattoo-temporary or permanent
- Body piercing other than earrings for the girls is not acceptable.

### **Hair Styles**

Everyone's hair should be kept off the forehead and must not interfere with vision. Hairstyles should be neat and moderate. No extreme "trendy" hairstyles or hair colors will be allowed. Students may not change or highlight hair color. Students who refuse to cooperate with this policy may receive a discipline slip which will seriously affect the behavior grade.

### **PHYSICAL EDUCATION UNIFORM (Grades K-8)**

- Navy blue CCS athletic shorts (Spandex shorts are not allowed underneath.)
- Grey Chapel T-shirt or Navy Direwolf T-shirt or CCS Jogathon and Decathlon T-shirts
- Navy blue CCS sweats
- White, navy blue or black athletic shoes

Please do not buy "oversized" P.E. clothes for your children. On P.E. days, students should wear their P.E. uniform to school unless notified otherwise.

OVERSIZED UNIFORMS MAY RESULT IN A DISCIPLINE SLIP WHICH WILL AFFECT THE BEHAVIOR GRADE. ALL SHIRTS ARE TO BE PROPERLY TUCKED IN AT ALL TIMES OF THE DAY, EXCEPT RECESS, LUNCH AND DURING PHYSICAL EDUCATION CLASS.

### **MODIFIED DRESS REGULATIONS**

Modified dress is allowed on SPRING Picture Day. Students who are not appropriately dressed on picture day will not be allowed to have their picture taken and will have to wait until the make-up day. The Principal may give students permission for modified dress on special occasions. Inappropriate modified dress may result in a phone call to a parent and/or a discipline slip. The following are modified dress guidelines:

#### **Boys:**

Boys must wear a collared shirt and an appropriate pair of slacks.  
Shoes and socks must be worn at all times

Tank tops, sweat suits, and baggy clothing are not acceptable.

#### **Girls:**

Girls must wear a dress, a skirt and blouse, or a pair of slacks with an appropriate top.  
Shoes and socks must be worn at all times. Junior high girls may wear pantyhose instead of socks with dress shoes.

Tank tops, mini-skirts, low cut tops, or tops that expose the midriff are not acceptable.  
Shoes with heels over 2 inches may not be worn to school.

JEANS, JEAN SHORTS, DENIM SKIRTS, OVERALLS AND BASEBALL HATS ARE NOT ALLOWED UNLESS AUTHORIZED BY THE PRINCIPAL FOR A SPECIAL FREE DRESS DAY.

Clothes must always conform to rules of modesty, good taste and appropriateness. No clothing having derogatory or violent logos is permitted. Baseball hats will be taken away from students and only returned with a note from a parent. **ALL DECISIONS REGARDING ACCEPTABILITY OF APPEARANCE REST WITH THE PRINCIPAL.**

## **SCHOOL DISCIPLINE**

Believing in the need for character education within the school, the faculty and staff have made a commitment to create a moral community and a moral culture by using the following models based on the book, *Educating for Character* by Dr. Thomas Lickona:

- Faculty/student written school/classroom rules and consequences posted in the classroom, the hallways and on the playground
- Class meetings
- Cooperative Learning
- Problem Solving:
  1. Ignore the Behavior
  2. Ask to Stop
  3. Move Away
  4. Ask for Help
- Role Playing
- Moral Dilemmas
- The use of student input for playground activities
- “School Families”
- Model expected behavior
- Discussions with individual students to promote acceptance of behavior, consequences and plans for improvement
- Other suggestions recommended and selected by individual teachers.

By making this commitment we hope to promote healthy self-esteem, responsibility, respect, honesty, fairness, tolerance, self-discipline, helpfulness, compassion, courage and several democratic values. As Catholic school teachers we have the right to postpone the teaching of any subject matter to promote character education. It is understood that all faculty and staff members must be consistent in using these models to promote a school-wide discipline plan. Effective discipline is also maintained when there is parental support for all school policies.

## **GUIDELINES FOR GOOD CONDUCT**

School pride is reflected in attitudes and behavior. Students at Cathedral Chapel show their spirit and enthusiasm by demonstrating good manners, proper speech and conduct, wearing the school uniform, as well as caring for school property. Respect for the school is shown by striving to treat all learning materials, classroom equipment, play equipment, and furniture with care. Every student at Cathedral Chapel is responsible for following the rules in this handbook as well as those announced throughout the school year. To maintain good order, safety, and respect for one another, please pay special attention to the following:

## **For God, self, others and country and Accept Responsibility**

### **Classroom Rules**

- **Come prepared to learn**
- **Be respectful**
- **Show kindness to others**
- **Always allow others to learn**
- **Take care of school property**

### **Possible Consequences**

- **Verbal warning**
- **15 minutes after school and student note to parents**
- **Conduct Referral to parents**
- **call home**
- **benched**

- Disrespect toward teachers, staff members and other adults will not be tolerated. Students who do so may be given a discipline slip which will seriously affect their behavior grade.
- Cheating, including assisting in giving answers to another, will not be tolerated and will result in a grade of "F". A student's behavior grade will also be seriously affected by cheating.
- Running in the school building is not permitted.
- Loud talking, shouting, whistling, and generally disruptive conduct in the halls, stairwells, and classrooms is always unacceptable because it disturbs and distracts others.
- Students must eat snacks and lunches in the lunch area or school yard only.
- Students are responsible for having homework, lunches, books, etc. when they arrive at school in the morning and when they leave in the afternoon. Students may not call home for forgotten items and will not be given to them if brought by the parents except under special circumstances. Classrooms will not be unlocked after school for forgotten homework, etc. except under special circumstances.
- Students are expected to use the restrooms during recess and after lunch. Classes should not be disturbed for these reasons unless it is an emergency. A five-minute warning is given to the students by the yard supervisors at recess and lunch to use the restrooms.
- When the 7:55 AM bell students must go to line immediately, have shirt tails tucked in and be ready to go to class.
- When the whistle is blown at recess or lunch, students must stop playing, freeze until the yard supervisor sends them to the restroom, tuck in their shirt tails and walk to their class line immediately. Students need to stop talking when the second bell rings.
- Each one is expected to do her/his part in keeping the school clean. Wastebaskets are provided for trash. Lunch areas are to be cleaned before playing. Classroom floors and desks are to be kept neat and clean.
- Chewing gum anywhere in the school is never permitted before, during, or after school, and will result in a \$5.00 fine. Money will be given to the MCA Mission Fund.
- Students must always request permission to leave a class, recess, lunch or an activity period. Students leaving a class must take a "hall pass".
- Use of the Internet to harass or annoy another student will result in probation and/or possible expulsion.
- Fighting, harassing, and prolonged teasing will never be tolerated. Students involved in

such incidents may be suspended and may also be subject to the Archdiocesan policies on harassment. (See below.)

- During announcements and assemblies students should be attentive and listen to the information given. At no time may they respond to the person making the announcement unless asked. This is not a time for talking or reading.
- Students are never permitted to be in a classroom, the auditorium or the cafeteria without a teacher or staff member present.
- Bicycles must be walked on the school grounds at all times. Skates, scooters and skateboards may not be used on campus.
- Each student is given a set of textbooks. If any book is lost or damaged, the student will pay to replace the book. Failure to pay may result in loss of registration privileges. Books must be neatly covered AT ALL TIMES. Missing book covers may result in a discipline slip.
- Absolutely no writing of any kind is allowed on **backpacks**, book covers, binders, etc. and may result in confiscation of same, as well as, a discipline slip.
- No radios, CD players, iPods, electronic games, pagers, cellular phones, trading cards, magazines, etc. are permitted at school or on a field trip unless approved by the principal. Inappropriate items will be sent to the principal's office and kept for one month.
- The school telephone is for official business only. Permission to use the school office phone for student emergency calls must be requested at the office. Forgotten homework, lunches, books, PE clothes, etc. DO NOT constitute an emergency.

### **SCHOOL WIDE DISCIPLINE**

Discipline 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.

### **SCHOOL RULES AND THE CONSEQUENCES STUDENTS WILL EXPERIENCE FOR CHOOSING TO BREAK A RULE**

1. **Everyone is expected to follow directions the first time they are given.**
2. **Show respect for all staff members and for the rights of other students. Aggressive behavior is not allowed. (No pushing, punching, fighting, wrestling, shoving, scratching, or biting, or pretending to push, punch, fight, wrestle, kick, shove, scratch or bite.)**
3. **Because we show respect for others and their property, foul language, verbal abuse, teasing, bullying, harassing, disrespect, defacing school property, and gum chewing are not allowed.**
4. **All students are to be in complete uniform each day. Students are required to follow the dress code both for the school uniform and free dress as written in the Parent Handbook. Extreme hairstyles, excessive jewelry and wearing of make-up are not allowed. It is understood that all decisions regarding acceptability of appearance rests with the principal.**
5. **Students must be supervised by an adult at all times. Students may not be in any area of the school building and/or yard without proper supervision. The students are not to play on the school grounds before or after school unless they are involved in a supervised athletic event. Students are not allowed to leave the school yard before dismissal time unless accompanied by an adult.**

Students should always do their best to follow and keep these rules. If they make a bad choice and fail to follow these rules, the following consequences will result. Any student who is unable to keep these school rules may be asked to attend another school.

Each time a student chooses to break a school rule, a school discipline form will be completed by the supervising adult and the student will be sent to the Principal's office. The school discipline form will be sent home and it must be returned the next day with a Parent/Guardian Signature before the student can be admitted to class.

### CONSEQUENCES

<b>1st time any rule is not followed:</b>	<b>The student will be advised that the behavior must change and the student will stay after school for 30 minutes to perform service.</b>
<b>2nd time any rule is not followed:</b>	<b>1 hour after school: 3:30 – 4:30 PM and a phone call home to notify parents.</b>
<b>3rd time any rule is not followed:</b>	<b>1 hour after school: 3:30 – 4:30 PM and a phone call home to the parent/guardian requesting a Principal/Parent Conference.</b>
<b>4th time any rule is not followed:</b>	<b>Child will be sent to the office and a parent/ guardian will be called immediately at work or at home for a Principal/Parent conference.</b>
<b>5th time any rule is not followed:</b>	<b>Suspension and an immediate conference to determine the student's future at CCS.</b>

### EXTRA CURRICULAR ACTIVITIES

#### STUDENT COUNCIL

Cathedral Chapel School is a member of *The Association of Catholic Student Councils*. Student Council can be an effective means of developing leadership, a sense of responsibility and good citizenship among students. Students in grades 4-8 participate in elections, and all students respect and cooperate with those elected. The officers on the council are persons of great example to other students. Those students who intend to participate in Student Council elections must meet the qualifications given at the time of the election and maintain certain standards. They must also have written permission of a parent, as well as approval of teachers and the Principal.

### **Student Council for the 2023 - 2024 School Year**

<b>Student Council President:</b>	<b>Morgan Williams</b>
<b>Student Council Vice President:</b>	<b>Madison Williams</b>
<b>Student Council Secretary:</b>	<b>Yaretzi Castro</b>
<b>Student Council Treasurer:</b>	<b>Adrienne Jopanda</b>
<b>Commissioner of Boys' Athletics:</b>	<b>Isabelle Essig</b>
<b>Commissioner of Girls' Athletics:</b>	<b>Zion Ferguson</b>
<b>Commissioners of Public Relations:</b>	<b>Kennedy del Pozo</b>
<b>Commissioner of Religious Affairs:</b>	<b>Lindsey Nicolas</b>
<b>Commissioner of Safety and Ecology:</b>	<b>Oyikien Iniya-Jacobs</b>
<b>Commissioner of School Spirit:</b>	<b>Drew Jacob</b>
<b>Eighth Grade Class Representative:</b>	<b>Vivian Talmage</b>
<b>Seventh Grade Class Representative:</b>	<b>Isabella Diaz</b>
<b>Sixth Grade Class Representative:</b>	<b>Adrienne Martinez</b>
<b>Fifth Grade Class Representative:</b>	<b>Elijah Richardson</b>

**Fourth Grade Class Representative:**

**Julissa Herrador**

### **ACADEMIC DECATHLON TEAM**

### **Archdiocesan Academic Junior High Decathlon**

The CCS Academic Decathlete: “A CCS middle school student of exceptional character, who maintains high marks in all classes, lives by a strict code of honor, demonstrates a willingness to sacrifice personal desires for the betterment of the team, exhibits strong school spirit, and exemplifies a profound thirst for knowledge and intense respect for education and achievement. “

Students in grades 6, 7, & 8 may be invited to train for the Academic Decathlon Team. Representing Cathedral Chapel School at the March event is a privilege and an immense time commitment. Only students who earn and maintain at least a B average in all academic subjects, conduct and work habits are eligible. Any student who receives a homework notice, conduct referral or detention will be subject to possible exclusion from the team. Training for the March event begins in September. Each student is required to pay a \$50.00 non-refundable fee to cover training materials and costs. Each student is also required to obtain financial sponsors during the fall Decathlon Drive. The team moderators choose the final 10 participants from training team members. Standards for remaining on the team are given to parents and students. The parents and students must sign commitment contracts.

### **C.Y.O. SPORTS PROGRAM**

Cathedral Chapel School is a member of the *Catholic Youth Organization* (C.Y.O.). Students in grades 7 and 8 comprise the “A” teams, and students in grades 5 and 6 comprise the “B” teams. In some instances 4th graders may be invited to participate.

The purposes of such a program are:

- a. To teach sportsmanship;
- b. To overcome tendencies toward excessive competition;
- c. To acquire agility and physical coordination;
- d. To learn to keep rules;
- e. To practice self-control.

Students who are selected to be members of a CYO team must maintain a minimum grade point average of 2.0 in **each** subject, as well as a C+ in behavior and work habits. The Athletic Director will post an eligibility list after each grading period. Failure to achieve and maintain the minimum requirements may result in loss of team membership until the student can be reevaluated at progress report time. Students in CYO sports are expected to follow school rules at all times, especially respect for other adults. Players must have a signed parent permission form on file and pay the athletic fee for each sport BEFORE attending pre-season practice. **Any team member who receives a discipline slip the week of a game may not play in the game.**

Athletes must walk home or be picked up from practice within 15 minutes after practice or they will be placed in Extended Day Care and charged the hourly rate. Siblings of athletes whose parents are not coaches and remain after school will automatically be placed in EDC and charged the Occasional Use Fee of \$15.00.

Archdiocesan guidelines state that the athletic program must be self-supporting. To cover the high costs of the athletic program, (uniforms, fees, officials, equipment, etc.) athletes will be charged **\$60-\$75** for each sport played. It is expected that parents of students involved in CYO sports, volunteer in some significant capacity, as well as follow rules set down by coaches regarding meetings, practice, and pick up times. Volunteers at least 21 years of age with a valid California driver’s license and proof of insurance are always needed to drive to practices and games. **WHICH SPORTS WILL BE PLAYED WILL BE DETERMINED BY THE AMOUNT OF INTEREST SHOWN BY PARENTS AND HOW MANY STUDENTS QUALIFY BEFORE THE SEASON BEGINS. IF THERE ARE QUALIFIED COACHES AND ENOUGH VOLUNTEER PARENTS THE SCHOOL WILL PARTICIPATE.** FAILURE TO COOPERATE IN ANY PART OF THE PROGRAM MAY RESULT IN A STUDENT BEING ASKED TO LEAVE THE PROGRAM.

### **BOY SCOUTS AND GIRL SCOUTS**

The Boy Scouts of America is one of the nation's largest and most prominent values-based youth development organizations. The BSA provides a program for young people that builds character, trains them in the responsibilities of participating citizenship, and develops personal fitness.



For over a century, the BSA has helped build the future leaders of this country by combining educational activities and lifelong values with fun. The Boy Scouts of America believes — and, through over a century of experience, knows — that helping youth is a key to building a more conscientious, responsible, and productive society.

Girl Scouting builds girls of courage, confidence, and character, who make the world a better place. In Girl Scouts, girls discover the fun, friendship, and power of girls together. Through a myriad of enriching experiences, such as extraordinary field trips, sports skill-building clinics, community service projects, cultural exchanges, and environmental stewardships, girls grow courageous and strong. Girl Scouting helps girls develop their full individual potential; relate to others with increasing understanding, skill, and respect; develop values to guide their actions and provide the foundation for sound decision-making; and contribute to the improvement of society through their abilities, leadership skills, and cooperation with others. Please contact the school office about more information regarding Boy Scouts and Girls Scouts at CCS.

## **ARCHDIOCESAN POLICIES AND PROCEDURES**

### **1. GENERAL INFORMATION**

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

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

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

Our Christian principles provide that:

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

These expectations for students, parents, guardians or other responsible adults include, but are not limited to, all school-sponsored programs and events (*e.g.*, extended care, athletics, field trips, *etc.*). The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning. The action may include removal of a family and its students from the school.

## 1.2 Zero Tolerance Policy

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

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

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

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

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

## 1.3 Safe Environment Training for Children and Youth

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

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

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

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

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

*Revised August 20, 2007*

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

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

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

*Revised August 20, 2007*

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

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

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

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

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

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

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

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

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

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

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

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

The general responsibilities of the consultative school council are in the following areas: strategic planning; policy development; resource development; institutional advancement; advice and counsel with regard to financial planning, management and reporting; marketing of the school and evaluation of the council's goals and activities. The membership of the consultative school council should include the pastor, principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines, the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998). The regional supervisor at the Department of Catholic Schools is available to assist and guide schools in the implementation of a consultative school council.

## **2 ADMISSIONS AND ATTENDANCE**

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

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

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

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

## **2.2 Inclusion Procedures**

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

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

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

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

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

## **2.4.a Pupil Records**

“Pupil records” means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include “directory information” or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute. Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher’s aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

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

## **2.4.b Directory Information**

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

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

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

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

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

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

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

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

### **2.5 Transfer of Records**

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

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

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

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

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

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

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

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

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

- Permanent records cards include only the following information:



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

## **2.6. Absence**

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

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

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

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

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

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

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

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

### **2.6.e Tardiness**

A student is tardy if he or she arrives after the time fixed by the school for the beginning of the morning or afternoon session. If the student comes after the designated time, he or she is marked absent half a day. A record of all tardiness is kept in the attendance register and records.

*Note: The times fixed by the school are provided to parents and students in the Parent-Student Handbook.*

### **2.6.f Truancy**

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

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

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

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

## **2.6 Work Permits**

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

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

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

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

## **2.7 Student Accident Insurance**

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

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

## **3.1 Tutoring**

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

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

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

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

## **3.2 Counseling Policy**

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

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

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

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

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

## **4 DISCIPLINE**

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

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

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

Effective discipline is maintained when there is:

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

### **4.2 Disapproved Disciplinary Measures**

The following disciplinary measures are forbidden:

- All corporal punishment, including shaking and slapping
- Language that is sarcastic or calculated to bring ridicule on the student, his or her parents, or background
- Using religious exercises or important class assignments as punitive measures

- Bizarre and unusual punishments
- Withholding or altering rightfully earned academic grades
- Any disciplinary action that isolates a student without proper supervision

### **4.3 Detention**

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

### **4.4 Suspension**

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

### **4.5 Expulsion**

#### **4.5.a Reasons for Expulsion**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension or dismissal.

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

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

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

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

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

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

Students are responsible for:

- Conducting themselves in a manner that contributes to a positive school environment
- Avoiding any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing
- If a student is a target of harassment, bullying or hazing, when possible, informing the other person(s) that the behavior is offensive and unwelcome
- Reporting all incidents of discrimination, harassment, bullying or hazing to the principal or teacher



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

#### **4.7 Student Threats**

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

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

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

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

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

#### **4.8 School Searches**

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

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

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

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

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

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

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

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

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

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

### **5.1 Definitions**

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

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

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

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

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

## **5.3 Ownership and Control of Communications**

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

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

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

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

- a. All users of Archdiocese and Location communications systems and devices should use care in creating email, text, video, still images, instant or voice mail messages or in any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system, be restored, downloaded, recorded, printed out, or may have been forwarded to someone else without its creator’s knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.
- b. Email and other electronic communications are not necessarily secure.

- c. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- d. Postings to “All Employees,” “All Parents,” “All Seminarians,” “All Parishioners” and the like on intranets or the Internet must be approved by the person in charge of the parish (pastor, priest administrator or parish life director), principal or other person in charge of the Location before they are sent out.
- e. Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.
- f. Archdiocese and Location systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are intended to enhance system security; not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the person in charge of the parish (pastor, priest administrator or parish life director) principal or other person in charge of the Location.
- g. User IDs and passwords should not be disclosed to unauthorized parties or shared with other employees, students or volunteers. User accounts are intended to be used only by the assigned party.
- h. All information systems that create, store, transmit or otherwise publish data or information must have authentication and authorization systems in place to prevent unauthorized use, access, and modification of data and applications. Systems that transmit or publish approved information that is intended for the general public may allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information.
- i. Any device accessed or used by minors on the Premises must include updated and functioning filters to preclude access to prohibited content. All obscene materials, sexually explicit materials including pornography, and materials that are otherwise harmful to minors or in violation of this electronic communications policy are prohibited and must be blocked. Before allowing minors to access the Internet, a responsible adult must ensure that appropriate content filters are “ON” and functioning.
- j. Content filters for minors may NOT be disabled or turned “OFF” without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the location.
- k. All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with updated or current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge of the location.
- l. Critical information should be copied onto backup storage periodically. Backed up information should be stored in a safe place and be available for recovery in case of a loss of the original information. Depending on the complexity of a Location’s information systems, a detailed disaster recovery plan may need to be developed.
- m. Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.
- n. Information systems hardware should be secured against unauthorized physical access.

## **5.5 Prohibited Practices**

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

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

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

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

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

# **6. HEALTH AND SAFETY**

## **6.1 Emergency Card**

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

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

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

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

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

## **6.2 Examinations and Inoculations**

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

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

## **6.3 Immunization**

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

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

## **6.4 Health Records**

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

## **6.5 Medical Appointments**

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

## **6.6 Medications**

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

- A release stating the nature of the medication, signed and dated by the doctor and also signed by the parent, must be provided. See *Medication Authorization and Permission Form*.
- Medications administered at school must be in the original container and labeled. The day's dosage must be sealed, labeled and have the student's name attached. It shall be in an appropriate container, and kept in the school/nurse's office.
- The student shall come to the office for medication

- Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at school. In the event a student is seriously at risk without an epi-pen or inhaler on his or her person, consideration will be given for a variance.
  - Students may not be given medicine prescribed for other family members
  - The medication regulations apply to both prescription and non-prescription medications
- 
- Students who are diabetic are allowed to test their blood sugar at school in the health room or office and self-administer medication as necessary. The parent or guardian of a diabetic child must sign the *Diabetic Consent Form* and other appropriate medication permission forms and return them to the school. All medications must be kept in the school/nurse's office and appropriately labeled as described above. School employees may not administer injections to diabetic children except in emergencies.

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

## **6.7 Communicable Diseases**

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

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

## **6.8 Allergies**

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

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

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

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



criminal sanctions. In certain circumstances, sexual conduct, even if it is apparently consensual must be reported and can have criminal implications if one of the participants is not yet 18.

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

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

## **6.10 Closed Campus**

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

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

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

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

Except in a limited range of research areas where an Institutional Review Board determines that a waiver of assent is appropriate, student assent to participation in a research project must be obtained. If a student reaches the age of consent applicable to the subject matter of the research project, the student must be given the opportunity to provide informed consent. Students have

the right to withhold their assent and have a right to withdraw without penalty. Students who are not participants in research studies may not be singled out in any way or penalized.

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

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

Exceptions to this rule may be made only:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Cathedral Chapel School  
Tuition and Fees  
2023-2024 School Year**

Tuition is paid through the FACTS Management Company. You may choose to pay the annual amount directly to the school by July 21, 2023 or choose the 10 month, 11 month or 12 month payment plan through FACTS.

<b>First Payment Due:</b>		<b>August</b>	<b>July</b>	<b>June</b>
<b>Catholic Students</b>	<b>Annual</b>	<b>10 Months</b>	<b>11 Months</b>	<b>12 Months</b>
<b>First Child</b>	<b>\$4830.00</b>	<b>\$483.00</b>	<b>\$439.09</b>	<b>\$402.50</b>
<b>Second Child</b>	<b>\$4500.00</b>	<b>\$450.00</b>	<b>\$409.09</b>	<b>\$375.00</b>
<b>Third Child</b>	<b>\$4170.00</b>	<b>\$417.00</b>	<b>\$379.09</b>	<b>\$347.50</b>
<b>Fourth Child</b>	<b>\$3840.00</b>	<b>\$384.00</b>	<b>\$349.09</b>	<b>\$320.00</b>

<b>First Payment Due:</b>		<b>August</b>	<b>July</b>	<b>June</b>
<b>Non-Catholic Students</b>	<b>Annual</b>	<b>10 Months</b>	<b>11 Months</b>	<b>12 Months</b>
<b>First Child</b>	<b>\$5570.00</b>	<b>\$557.00</b>	<b>\$506.36</b>	<b>\$464.16</b>
<b>Second Child</b>	<b>\$5130.00</b>	<b>\$513.00</b>	<b>\$466.36</b>	<b>\$427.50</b>
<b>Third Child</b>	<b>\$4800.00</b>	<b>\$480.00</b>	<b>\$436.36</b>	<b>\$400.00</b>
<b>Fourth Child</b>	<b>\$4470.00</b>	<b>\$447.00</b>	<b>\$406.36</b>	<b>\$372.50</b>

Actual cost per pupil for the 2020-2021 school year: \$7,250.00  
 Actual cost per pupil for the 2021-2022 school year: \$7,250.00

The following fees will continue to be collected by the school office:

- Annual Fee:** \$375.00 per child (non-refundable)
- Re-registration Fee:** \$25.00 per child (non-refundable)
- PLEDGE:** \$360.00 per family (minimum)
- PLEDGE PLUS:** \$500.00 - \$1,500.00 per family (optional)
- Fundraising:** \$350.00 per family (profit for school or cash balance)
- Technology Fee:** \$100.00 per child (non-refundable)
- Graduation Fee:** \$200.00 (8th grade only)
- New Student Testing Fee:** \$50.00 (non-refundable)
- \*Volunteer Hours' Fee:** \$450.00 per family (\$15.00 x 30 volunteer hours)

\*This fee is assessed ONLY if the parents/guardians do not complete their 30 volunteer hours during the 2021 - 2022 school year.

## **ANNUAL PLEDGE      INTRODUCING THE *PLEDGE PLUS* PROGRAM**

As you likely know, the actual cost of educating your child far exceeds the annual tuition at Cathedral Chapel School. We are committed to making the lifetime advantages of a Catholic education accessible to *all* children and as a result, we ask every family to help us to continue make this commitment.

In the past, we have asked for a flat rate pledge of \$360.00 for each family attending Cathedral Chapel. This year, we are asking for a little bit more from those families who can afford it. The flat rate remains \$360.00. However, if you are able to do so, we ask that you give the pledge, *plus* whatever more you can afford. Remember that although tuition is not tax deductible, your donation is!

## **FACTS TUITION MANAGEMENT COMPANY**

Tuition will be paid directly to the *FACTS Tuition Management Company*. Information will be sent home at re-registration regarding your contract for the new school year.

**FINAL REPORT CARDS, EIGHTH GRADE DIPLOMAS, AND SCHOOL RECORDS MAY BE HELD IF FINANCIAL OBLIGATIONS ARE NOT MET.**

## **REDUCTION/REFUND POLICY**

The school budget is based on, and therefore depends on, a particular number of students and families who have registered. There will be no tuition reduction for students who are out of school on family vacations, long term illness, etc. Refund of tuition for families who have to leave the school during the school year for personal reasons will be decided on an individual basis depending on the time left and any monies owed the school. Registration and Annual Fees are not refundable under any circumstances.

## **TUITION ASSISTANCE/ARCHDIOCESAN TUITION AWARDS**

Cathedral Chapel School maintains a tuition assistance fund supported by donors both in and out of the parish. Funds available are based on yearly donations and are available for Catholic students only after one year of attendance. Parents may request an application form from the office. Proof of financial need is required. There is no financial aid for the pledge or fundraising fee.

The *Education Foundation* of the Archdiocese accepts applicants in February for tuition grants applied to the following school year. Information on this program is sent home in the *Family Envelope*.

Periodically the school receives information from other organizations regarding tuition grants which will be announced in the *Family Newsletter*.

**THE PRINCIPAL IS THE FINAL RECOURSE AND RESERVES THE RIGHT TO AMEND THIS HANDBOOK AT ANY TIME. PARENTS/GUARDIANS WILL BE NOTIFIED THROUGH THE PARENT/GUARDIAN NEWSLETTER.**

# **APPENDIX A**

## **CODE OF CONDUCT FOR STUDENT WORKERS/VOLUNTEERS**

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

As a student volunteer I will:

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

As a Student Volunteer I will not:

- **Endorse, during my ministry, any view contrary to the teachings of the Catholic Church**
- **Commit an illegal or immoral act**
- **Smoke or use tobacco products**
- **Use, possess or be under the influence of alcohol or illegal drugs at any time while at work or volunteering**
- **Verbally threaten or physically abuse anyone**
- **Use profanity in the presence of children/youth**
- **Use discipline that frightens or humiliates a child/youth**
- **Touch a child/youth in a sexual, overly affectionate or other inappropriate manner**
- **Sexually harass, request sexual favors from, or make sexually explicit statements to anyone**
- **Place myself in a situation where my interaction with a child/youth cannot be witnessed**
- **Participate in private visits, parties or other activities with the children/youth unless approved by my supervisor**

- **Accept gifts from or give gifts to children/youth in my care without approval from my supervisor**
- **Tolerate inappropriate or bullying behavior by a child/youth towards another child/youth**
- **Fraternize with minors over the internet or through other forms of communication**

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

Print Name of Youth: \_\_\_\_\_

Work or Volunteer Position: \_\_\_\_\_

School or Parish: \_\_\_\_\_

Signature of Youth Volunteer: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Signature of Parent or guardian:

\_\_\_\_\_

Date: \_\_\_\_\_

Name and Signature and Title of Witness:

\_\_\_\_\_

Date: \_\_\_\_\_



# Cathedral Chapel School

## ITEMS INAPPROPRIATE FOR SCHOOL

August 18, 2021

Amendment to Parent/Student Handbook Effective September 1, 2010

Cell phones, electronic games, iPods, CD players or any other items that distract the students' attention or disrupt classroom instruction are not allowed in school or on field trips. The school will not assume responsibility for such items when brought to school. If a cell phone is brought to school by a student to be used for emergency purposes once the student leaves the campus at the end of the day, the cell phone must be turned off and kept in the student's backpack until he/she is off the school campus. If the cell phone is heard ringing or seen being used by a student at any time during the school day on any part of the school campus, the cell phone will be confiscated and sent to the principal's office. Students may not carry cell phones with them while they are on campus. School policy allows faculty and staff members to confiscate these items from the students and send them to the principal's office where they will be kept for one month the first time they are confiscated. If a faculty/staff member confiscates an inappropriate item from the same student a second time, he/she will not get it back until the last day of school on Friday, June 17, 2022. It is understood that all decisions regarding the acceptability of items brought to school rests with the principal.

**Please read and explain the *Items Inappropriate for School* policy to your child. This amendment to the Parent/Student Handbook must be signed and returned to school no later than Friday, August 20, 2021 to acknowledge your receipt of this policy. Any student who does not return the signed acknowledgement will not be admitted to class on Friday, August 20, 2021. Thank you for your cooperation!**

\_\_\_\_\_  
PRINT FAMILY NAME

\_\_\_\_\_  
PRINT Child's Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
PRINT Child's Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
PRINT Child's Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
PRINT Child's Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
PRINT Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

**CATHEDRAL CHAPEL SCHOOL (SAMPLE ONLY)  
SCHOOL SUPPORT AND SERVICE CONTRACT 2023-2024**

We, the faculty and staff of Cathedral Chapel School, welcome you to our school community, which is committed to the goal of teaching the gospel message, faith community and service within an integrated curriculum. As stated in our school philosophy, we believe that parents are the primary educators of their children and are an integral part of the school. The success of our school community demands cooperation, dedication and commitment of administration, staff, and parents to the philosophy and goals of the school.

**AGREEMENT**

1. I/We understand that certain responsibilities require our continuous support if the school is to achieve its goals. We agree, therefore, to the following conditions:
  - a. to participate at Mass regularly (Catholics), particularly the yearly class liturgies (all faiths) so that our child (ren) may have a sense of the importance of faith commitment in their lives.
  - b. to participate in the religion program by working with and encouraging my/our child (ren) to make religion and Christian values a reality in their lives.
  - c. to encourage my/our child (ren) by providing help and support in home study.
  - d. to abide by the contents of the Parent and Student Handbooks and to make my/our child (ren) aware of school rules and regulations.
  - e. to promptly complete and return all forms and records necessary to comply with school, Archdiocesan and state regulations.
  - f. to attend Back to School Night in September as well as any other PTO General Meetings scheduled during the school year and to respond to all requests for conference times.
  
2. I/We understand that tuition and fees cover only a part of the total cost of educating our child/children. I/We agree, therefore,
  - a. to make regular and prompt payment of tuition, fees, and \$360 pledge or pledge plus.
  - b. to raise a profit of a MINIMUM of \$350.00 profit for the school by participating in fundraisers presented throughout the year or pay a fundraising fee.
  - c. to complete 30 Volunteer Hours during the school year or pay a Volunteer Hours' Fee of \$450.00. (\$15.00 for every hour that is not completed by June 2022)

**ACCEPTANCE**

I/We understand that in order to be considered for readmission to Cathedral Chapel School for the 2022-2023 school year, we must fulfill my/our responsibilities under this contract. My/Our signatures below indicate my/our willingness to fulfill my/our obligations according to this agreement.

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Last name of student(s) \_\_\_\_\_ Grades \_\_\_\_\_

**CATHEDRAL CHAPEL SCHOOL  
FINANCIAL CONTRACT 2021-2022 School Year**

(PRINT ALL INFORMATION)

Family Name: \_\_\_\_\_

Name(s) of students(s)

\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

**TUITION**

Paid through FACTS Management Company  
Those who agreed to pay in full must pay by JULY 15.

**ANNUAL FEE**

\$375.00 per child (non-refundable-paid at registration)

**GRADUATION FEE**

\$200.00 (8th Grade only-to be billed in September)

**FUNDRAISING FEE**

\$350.00 (Payable through participation in THREE major school fundraisers e.g.Readathon, Mrs. Field's Cookie Sale, and Jogathon. Balance paid in cash or check)

**PLEDGE/PLEDGE PLUS PROGRAM** - (\$360.00 MINIMUM PER FAMILY) Please  one:

**Pledge Plus:**       \$500       \$750       \$1,000       \$1,500

\$ other

\_\_\_\_\_ one payment (Sept. 15)

\_\_\_\_\_ two payments (Oct. 15, Feb. 15)

\_\_\_\_\_ four payments (Sept. 15, Nov. 15,  
Jan. 14, March 15)

\_\_\_\_\_ six payments (Sept. 15, Oct. 15,  
Nov. 15, Dec. 15, Jan. 15, Feb. 15)

**PAYMENTS**

Two returned checks will result in mandatory payment by cash or money order.

I AGREE TO FULFILL THE ABOVE OBLIGATIONS PROMPTLY, AS STATED.

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**TUITION AND ALL FEES DUE TO THE SCHOOL MUST BE PAID BY MAY 31, 2023 FOR CHILD (REN) TO PARTICIPATE IN GRADUATION ACTIVITIES (8th grade only) AND RECEIVE THEIR REPORT CARDS ON THE LAST DAY OF SCHOOL, FRIDAY, JUNE 10, 2023. BEGINNING JUNE 1, 2023 ALL PAYMENTS WILL BE ACCEPTED IN CASH OR MONEY ORDER ONLY.**

## **Cathedral Chapel School**

### **P.T.O. Volunteer Service Opportunities for 2023 - 2024 School Year**

**Every school family is required to complete 30 volunteer hours during the school year or pay a volunteer service fee of \$15.00 per hour.**

**If you do not complete any hours, your volunteer fee will be \$450.00.**

**You will receive a summary of hours completed each trimester.**

**All Volunteer Hours must be completed by Tuesday, May 31, 2024.**

**This list gives you a general idea of the many opportunities available to complete your Volunteer Service Hours during the school year. The P.T.O. Board will send flyers home regularly in the Family Envelope to provide you with opportunities to complete your volunteer hours.**

- 1. Assist with office work (e.g. Family Envelope, mailings)**
- 2. Assist with Health Screenings (e.g. vision, hearing, scoliosis)**
- 3. Drivers to transport Hope Net Food Items to Blessed Sacrament Church**
- 4. Assist with C.Y.O. After School Sports Program  
Coaches and drivers are needed for the success of this program.**
- 5. Contact the school librarian to assist in the library.**
- 6. Assist with Distribution of Lunches (Choice Lunch Program)**
- 7. Assist with Lunch Yard Duty (Supervise students in school yard)**
- 8. Assist with LARCHMONT FAIR on Sunday, October 23, 2022**
- 9. Volunteer to be a chaperone for your child's field trip**
- 11. Hospitality Crew for Christmas Programs (serve coffee/cookies)**
- 12. Assist with Book Fair during Catholic Schools Week**
- 13. Assist with Used Uniform Sales (Laundering recycled uniform items)**
- 14. Assist with Catholic Schools Week Open House on the last Sunday in January**
- 15. Assist with CCS Annual Science Fair from April 26 – 29, 2022**
- 16. Assist with CCS Jogathon for Technology on Friday, March 11, 2022.**
- 17. Assist with Spirit Day on Thursday, May 26, 2022.**



## **PRAYERS**

Since CCS is a Catholic school, the greatest emphasis is to be placed on providing a Catholic/Christian education for all students. In order that this be done we must ask God to bless our work. On a regular basis the following prayers will be taught or said. We ask that parents, as the primary educators of their children, spend time with their children teaching and saying these prayers

### **SIGN OF THE CROSS**

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

### **MORNING OFFERING**

My God, I offer You all my prayers, works, and suffering of this day for all the intentions of Your most Sacred Heart. Amen.

### **OUR FATHER**

Our Father, who art in heaven, hallowed be thy name; thy kingdom come; they will be done on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

### **HAIL MARY**

Hail Mary, full of grace. The Lord is with you. Blessed are you among women, and blessed is the fruit of your womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

### **PRAYER OF PRAISE**

Glory be to the Father, and to the Son, and to the Holy Spirit, as it was in the beginning, is now, and ever shall be, world without end. Amen.

### **APOSTLES' CREED**

I believe in God, the Father almighty, creator of heaven and earth; and in Jesus Christ, His only Son, our Lord, who was conceived by the power of the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried. He descended into hell. On the third day He rose again. He ascended into heaven, and is seated at the right hand of the Father. He will come again to judge the living and the dead. I believe in the Holy Spirit, the Holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

### **GRACE BEFORE MEALS**

Bless us, O Lord, and these your gifts, which we are about to receive from your bounty, through Christ, our Lord. Amen.

### **THANKSGIVING AFTER MEALS**

We give you thanks for all your benefits, almighty God, who lives and reigns forever. May the souls of the faithful departed, through the mercy of God, rest in peace. Amen.

### **PRAYER OF SORROW**

I am sorry for my sins with all my heart. In choosing to do wrong and failing to do good, I have sinned against you whom I should love above all things. I firmly intend, with your help, to do penance, to sin no more, and to avoid whatever leads me to sin. Our Savior Jesus Christ suffered and died for us. In his name, my God, have mercy.

### **MEMORARE TO THE BLESSED MOTHER**

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored thy help, or sought thine intercession was left unaided. Inspired by this confidence, I fly unto thee, O Virgin of virgins, my mother; to thee do I come, before thee I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in thy mercy hear and answer me. Amen

**\*\*PLEASE RETURN SIGNED BY ALL PARTIES BY TUESDAY,  
AUGUST 31, 2023\*\***

**Cathedral Chapel School  
Parent/Student Policies Agreement Form**

**ACCEPTANCE OF PARENT/STUDENT HANDBOOK**

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

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

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Student's Name and Grade (Please print)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Student's Name and Grade (Please print)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Student's Name and Grade (Please print)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Student's Name and Grade (Please print)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Student's Name and Grade (Please print)

**Please return this signed form promptly to the School Office.  
This form will be placed in the students' permanent files.  
DUE NO LATER THAN AUGUST 31, 2023.**

