



## St. Dominic Savio School

9750 Foster Road  
Bellflower, CA 90242  
[www.stdominicsaviobellflower.org](http://www.stdominicsaviobellflower.org)

Office: 562-866-3617

**School Office Hours (while school is in session)**

7:30am-3:30pm Monday to Thursday

7:30am-2:00pm Friday

**Salesian Care Hours:** 3:00-6:00pm (M-Th)/1:50-6pm (Fri.)

Parish Office: 562-920-7796

**NOTE:** The school office should only be contacted during office hours regarding school related business.

*This Parent Student Handbook is for use by St. Dominic Savio School parents, faculty, and staff exclusively for school-related functions. It is not to be used for commercial or other purposes.*

*The principal and administration reserve the right to amend the Parent Student Handbook at any time. Parents/guardians and students will be notified of any amendments and will be asked to sign an acknowledgment of receipt.*

*Sections of this Parent-Student Handbook are particular to the School of St. Dominic Savio School. Other sections are policies and procedures of the Archdiocese of Los Angeles, most of which can be found at <http://handbook.la-archdiocese.org/>*

## SCHOOL ADMINISTRATION

Fr. Michael Gergen SDB- Pastor  
Mrs. Maria Watson, M.Ed. - Principal  
Mr. Gerardo Hilario, M.Ed. - Vice Principal

The Faculty and Staff are published on the school website.  
You may contact teachers through SchoolSpeak, by email, or send a note with your child. School emails are listed on the school's website ([www.stdominicsaviobellflower.org](http://www.stdominicsaviobellflower.org)).

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**SCHOOL MASCOT: PATRIOTS****SCHOOL COLORS: NAVY BLUE, RED, WHITE****HANDBOOK PURPOSE**

This SDSS Parent/Student Handbook has been designed as a tool to help familiarize you with our school and specific school policies pertaining to St. Dominic Savio School. The guidelines have been prayerfully considered and established with the student's best interest in mind. Both parent and student are required to read the Handbook carefully and become familiar with all of its contents since you will be held accountable for everything written in this book. (See Appendix XIII-*Parent/Student Policies Agreement Form*)

**MISSION STATEMENT**

As members of the Salesian Family at St. Dominic Savio School, the reason for our existence is to be leading Christians and distinguished learners. We are nurtured through the Catholic traditions as we celebrate the gifts of everyone; we are committed individuals who will prosper as tomorrow's leaders. We share in "the saving mission of the Church" and are dedicated to building a strong foundation in our lives through the teachings of St. John Bosco of Reason, Religion, and Loving-Kindness.

**STATEMENT OF PHILOSOPHY**

We believe that St. Dominic Savio School contributes to the development of the whole student. As Salesian educators we recognize the individuality and diversity of each child; using their God-given gifts and talents to serve others.

Following in the footsteps of St. John Bosco and Salesian Family, our purpose as Salesian educators is to form partnerships with our parents; in the home, church, playground and school, to facilitate the academic education of our students and prepare them to be the future of our Church.

**ACCREDITATION**

Our school is accredited by the Western Catholic Educational Association (WCEA) and co-accredited by the Western Association of Schools and Colleges (WASC). The review of the school by these organizations assures that our education program maintains high standards and are continuously improving. We must apply for reaffirmation of our accreditations every few years, depending upon our most recent evaluation

### SCHOOL SCHEDULE

**MONDAY – THURSDAY**

7:40 AM First Bell (students must be in line)  
 7:45 AM Second Bell (students will be tardy after the bell)  
 9:10-9:30 AM Recess K  
 9:30-9:50 AM Recess TK-1st-4<sup>th</sup> grade  
 9:55-10:15 AM Recess 5<sup>th</sup>-8<sup>th</sup> grade  
 11:20-11:50 AM Lunch TK  
 11:30-12:00 PM Lunch K  
 11:45-12:15 PM Lunch 1st-4<sup>th</sup>  
 12:15-12:45 PM Lunch 5th-8th  
 3:00 PM \*Dismissal (all grades)  
 3:15–6:00 PM *Afternoon Daycare*

**FRIDAY - Early Dismissal**

7:40 AM First Bell (students must be in line)  
 7:45 AM Second Bell (students will be tardy after the bell)  
 9:10-9:30 AM Recess K  
 9:30 -9:50 AM Recess TK-1st-4th  
 9:55-10:15 AM Recess 5th-8th  
 11:20-11:50 Lunch TK  
 11:30-12:00 Lunch K  
 11:45-12:15 Lunch 1<sup>st</sup>-4<sup>th</sup>  
 12:15-12:45 Lunch 5<sup>th</sup>-8th  
 1:50 PM\*Dismissal TK-8  
 2:05-6:00 PM *Afternoon Daycare*

**All SCHOOL MASS DAYS 8:00-8:30**

Friday TK-8<sup>th</sup> grade

\*Changes in Mass days and dismissals will be announced and/or published

### SCHOOLWIDE LEARNING EXPECTATIONS

**We are Academic Achievers who:**

- Develop organizational and study skills. AA1
- Access technology to enhance learning. AA2
- Think critically and creatively. AA3
- Reach mastery of standards. AA4

**We are Catholic Christian who:**

- Are knowledgeable of the teachings and traditions of the Catholic Church. CC1
- Show devotion and respect to our Blessed Mother. CC2
- Have a personal relationship with God through a variety of prayers. CC3
- Participate in the sacramental life of the Church. CC4

**We are Community Contributors who:**

- Show respect and concern for people. COM1
- Acknowledge and appreciate the gifts and talents of others. COM2
- Are aware of current events and the effects on the world. COM3

- Perform missionary work in our communities. COM4

**We are Effective Communicators who:**

- Read, write, speak and listen reflectively and critically. EC1
- Use communication skills to problem solve. EC2
- Work collaboratively and are team players. EC3

## SAFE ENVIRONMENT

### Code of Christian Conduct

Archdiocesan Policy - Administrative Handbook 13.8.1

Students can best receive a quality, morally based education if students, parents/guardians, and school officials work together. Normally, these parties can resolve their differences. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

As an express condition of enrollment, students and parents/guardians shall follow standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include but are not limited to any policies or procedures set forth in the school's parent/student handbook.

These Christian principles include but are not limited to:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their 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.
- In a place where a school employee is required to be in the course of his or her duties, any parent/guardian or other person whose conduct materially disrupts class work or extracurricular activities or involves substantial disorder may be guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee-concerted activity, including but not limited to picketing and distributing handbills.
- Any parent/guardian or other person could risk his or her child's continuation in school if he or she insults or abuses the principal or any teacher in the presence of students, parents/guardians, or other school personnel while on school premises, public sidewalks, public streets, other public ways adjacent to school premises, or at some other place if the principal or teacher is required to be there in connection with assigned school activities.

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

The school reserves the right to determine, in its discretion, when conduct is severe enough to warrant immediate action without warning and/or without an intermediate step short of withdrawal.

### Guidelines for Adults Interacting with Minors

Every year, the Archdiocese of Los Angeles *Guidelines for Adults Interacting with Minors* at Parish or Parish School Activities or Events must be distributed to, reviewed by, and signed by all staff (whether paid or volunteer), all clergy, and all volunteers who work in any capacity with or around children. (Archdiocesan Policy – Administrative Handbook 9.4) (See Appendix XI-*Guidelines for Adults Interacting With Minors*)

**VIRTUS**

Concurrent with the first time they participate in any programs or activities at a location, all staff, whether paid or volunteer, and all volunteers who work in any capacity with or around children, the elderly, or people with special needs are required to complete the initial three-hour VIRTUS® Protecting God's Children for Adults program. (Archdiocesan Policy – Administrative Handbook 9.4.2)

All clergy, staff, and volunteers who previously participated in the VIRTUS® Protecting God's Children for Adults program are required to be VIRTUS® recertified every four years. Recertification takes place on or before the expiration date of the last certificate.

Recertification options include:

- Attending the one-and-a-half-hour VIRTUS® Keeping the Promise Alive recertification program
- Repeating the three-hour VIRTUS® Protecting God's Children for Adults program
- Qualifying for an Option #3 Recertification by reading 48 VIRTUS® online bulletins over the four- year period

(Archdiocesan Policy – Administrative Handbook 9.5)

**FINGERPRINTING**

The archdiocese uses fingerprinting as its core background check. All persons, whether paid or volunteer, who have regular contact with minors or vulnerable adults are fingerprinted and agree that the archdiocese or other specified person will receive any subsequent arrest notifications. The details of the fingerprinting requirement are listed in the following sections and vary depending on one's role. Accordingly, the policies must be reviewed and implemented with care and attention to the current role of the individual being fingerprinted. (Archdiocesan Policy – Administrative Handbook 9.3)

Any adult volunteer, including volunteer coaches, parents/guardians, people assisting in the classroom, and others who have regular contact with students or minors at an elementary school or high school, in a manner similar to paid personnel in a comparable role, will be subject to fingerprinting under the California Education Code. Other volunteers at an elementary school or high school will be subject to fingerprinting under the California Penal Code. (Archdiocesan Policy – Administrative Handbook 9.3.7)

**ADMISSIONS****SCHOOL STUDENT NON-DISCRIMINATION POLICY**

Archdiocesan Policy - Administrative Handbook 13.1.4

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

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

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

**GUIDELINES FOR ADMISSIONS**

- Preferences shall be given to active members of the parish.
- The recommended age for a transitional kindergarten student is four (4) and a kindergarten student is five (5) years of age on or before September 1.
- Students must exhibit through teacher evaluations and/or previous school records the level of

*The principal reserves the right to amend the handbook for just cause. Parents will be notified of any amendments.* **8**



achievement present at St. Dominic Savio School.

- 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.

The St. Dominic Savio School is an integral part of the parish program and an extraordinary opportunity for the education of the whole child. Mindful of this, we strive to cooperate with the parish in the religious education of our students. This explanation is an attempt to set an equitable policy and to make explicit the relationship between the parish and the school. We value our loyal parishioners' support, and we want our school to serve them to the best of our ability. In this regard, active parishioners are given preferred consideration for acceptance in our school.

An active parishioner is one who:

1. Has registered in the parish at the time the family moved into the parish.
2. Participates regularly at weekend Mass in the parish.
3. Has consistently used the family contribution/donation envelopes.

Other additional considerations include:

1. The length of time the family participated actively in parish activities.
2. Dependable participation in parish programs and projects, e.g. parish ministries, committees, bingo, religious education programs for youth, First Reconciliation, First Communion, Confirmation, etc.

Non-Parishioners are accepted on a space available basis.

### **New Applications**

Application forms are accepted beginning in January from families who wish to enroll new students in this school for the following year. New or transfer students accepted to St. Dominic Savio School are admitted on probationary period for the first year. If a student begins at St. Dominic Savio School and has extreme difficulty, it may be recommended that he/she be retained or transfer at the end of the first month. If the student has difficulty adjusting in our school, he/she may be asked to leave during the year, or he/she will not be invited back the following year. The final decision for admission is the prerogative of the administration. Copies of the application are available on the school website

([www.stdominicsaviobellflower.org](http://www.stdominicsaviobellflower.org)).

### **Procedure for Recommended Transfer of Students**

Students who are clearly unable to profit from the school by reason of academic inability to perform at the level necessary to continue at St. Dominic Savio School, have serious emotional instability, or serious disciplinary problems will be asked to transfer when:

- The student is no longer profiting from attendance at St. Dominic Savio School.
- It has been determined that other schools or agencies have facilities to assist the student.
- There has been discussion with the parents concerning the student's academics and/or behavior.
- The student has been retained once already or has been placed on probation, and at the end of the school year, the student still has not met the needed academic requirements to progress to the next grade. At this point, the teacher and Administration will make the decision in consultation with the parent, to retain the student or have the student attend another school.

**Transfer Resulting From Parental Attitude**

Sending your students to St. Dominic Savio School implies a trust and shared philosophy regarding the education of your children. St. Dominic Savio School has a "no tolerance" policy regarding its teachers and personnel. The administration, faculty, and staff are to be treated with respect and courtesy at all times. It is expected that parents support the policies of the Administration of St. Dominic School.

*"[Parents] may not [communicate] in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive. [...] any parent/ guardian or other person whose conduct materially disrupts class work or extracurricular activities or involves substantial disorder may be guilty of a misdemeanor [] [...] risk[ing] his or her child's continuation in school [...]."*  
(Archdiocesan Policy - Administrative Handbook 13.8.1)

**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 and Support Team Education Plan Process (STEP)." 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 students' needs.

**TUITION AND FEES**

- Tuition and fee schedules are available on the school website ([www.stdominicsaviobellflower.org](http://www.stdominicsaviobellflower.org)).
- Tuition paid each month must be processed through ACH.
- All tuition and fees uncollected from the previous year must be paid in full on or before registration day. Families with delinquent accounts will have their child placed on a waiting list pending financial clearance. If the account is not cleared by the first day of school, the child will not be enrolled.
- All tuition and fees must be paid in a timely manner. During the school year, children of families with overdue accounts may be subject to activity restrictions. Those with accounts 90 days past due may be asked to leave the school and collection efforts will be initiated.
- Accounts not cleared will be reported to the credit bureaus and referred to collections.
- Families requesting financial assistance must apply to the Catholic Education Foundation by March 1 and must supply/provide written verification of their financial status (prior year tax return.) Applications are available in the school office and on the school's website ([www.stdominicsaviobellflower.org](http://www.stdominicsaviobellflower.org)).
- 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.
- Payments for eighth grade students made after May 5th must be paid in cash or with a cashier's check.
- Eighth grade students will not be permitted to participate in the graduation ceremony if they have any unmet financial obligations.

**SERVICE HOURS OBLIGATION**

Families are encouraged to volunteer to promote a sense of community. All volunteers must sign the Volunteer Agreement (See Appendix XVI-Volunteer Agreement). Additionally, those volunteering when students are present must also be VIRTUS trained and fingerprinted. (See the above section "Safe

Environment"). More specific information can be found on the Tuition and Fees Schedule published on the school's website ([www.stdominicsaviobellflower.org](http://www.stdominicsaviobellflower.org)).

**FUNDRAISING**

Fundraising is important to the overall operation of the school as profits directly benefit the families and students enrolled. We have three types of fundraising opportunities throughout the year:

- 1) **Mandatory Fundraising Participation** – These events are prepaid at registration and can include raffles; auction events; tournaments, etc. The proceeds for these programs benefit the school's operations and help buy needed technology, equipment, and fund student activities.
- 2) **Optional Fundraising Participation** – These events are a way for students and families to share the love of Christ by raising funds for the benefit for others such as the Missionary Childhood Association, community and world relief efforts, or other worthy causes.

\*SCRIP is a program where you purchase gift cards at face value through Shop with Scrip and Sprintsense (online) at a reduced price. ([www.stdominicsaviobellflower.org](http://www.stdominicsaviobellflower.org)).

**ATTENDANCE**

Regular attendance is of the utmost importance to ensure a child's academic success. Therefore, parents must see to it that their children are present for the full school day, except for very serious reasons. Medical or dental appointments should be scheduled during non-school hours. Absence from school for family reasons such as trips or vacations is strongly discouraged because it takes an academic toll on students who bear the consequences. Every effort should be made to reserve such trips for vacation time. Making up for work missed may help to lessen the loss, but normally harmful gaps remain. Many local high schools take into account a student's record of absences and tardiness when evaluating a prospective student's application.

**Absentee Phone Calls and Written Notes Including Emails**

Each day that a student is absent, parents must call the school office (562-866-3617) or email the office or teacher before 8:00 AM to report the specific reason/s for the absence. Upon the child's return to school, a written note from the parents is required, even if a phone call has been made. The note should contain the student's name, date/s of absence, reason/s for the absence, parent's signature, and the current date. If the absence is due to medical or dental appointment, a doctor's statement is required for the absence to be considered "Excused." (See Medical Appointments)

*Reference: California Education Code*

**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.*

**Excused/Unexcused Absences** - *When a student has been absent, a written excuse signed by the parent or guardian is required, and the excuses must be kept on file for a period of one year. Excused absences include illness, attendance at medical or dental appointments, funeral services for family members,*

*quarantine directed by County or City Officials, or emergency or special circumstances as determined by the school authorities. Excessive unexcused absences may result in loss of academic credit.*

**Extended Absences** - *When a student is absent for an extended time, (e.g., 15 or more days), official grades may be withheld.*

**Movie/Television Contracts** - *A student absent from school because of television or movie contracts is considered an excused absence and is marked as such in the attendance register and records.*

**Leaving School Early** - *A student may not leave the school before the regular dismissal time without having a parent or guardian sign them out in the school office.*

### **Tardiness**

Tardiness of a habitual nature is detrimental to acquiring a complete education, with many social and occupational consequences. Children need to be trained at an early age to be on time. Students are to be on school premises between 7:15 AM and 7:42 AM. Students not in their designated lines by 7:45 will be recorded in their official school permanent record as tardy. Students who arrive after morning assembly need to report to the office before joining the class.

### **Missed school work due to absence or tardiness**

Students/parents are informed at the beginning of the school year of their responsibility for making up work that is missed during their absence. They also are familiar with the class routine and have a good idea of what is covered on any given week in class. In order to meet requirements for promotion, class work missed because of absenteeism must be completed satisfactorily. On returning to school, students are allowed one (1) plus, the number of days absent to complete missed assignments. Regardless of the date of return, a student who has not completed the work by the end of the grading period will not receive credit for that missed work. After four (4) missed assignments, students in grades 4-5-6-7-8 will receive after school detention. Parents will be given one-week notice when and where detention will be served. Students in primary grades will be notified and a plan will be established that may include detention.

### **Truancy**

*Reference: California Education Code*

*A student who is absent from school without a valid 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 a school suspects that a student is truant (absent from school, without a valid excuse), the school administration will first contact the parent or guardian. If the school suspects that the student is a habitual truant (absent three times in a school year, without a valid excuse) and all resources at the school level have been exhausted, the school principal may 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 a valid excuse, may 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 may be notified.*

**Arrival** (See Appendix XII-Traffic Guidelines & Campus Map).

Please do not drop your student off prior to 7:00 AM. Safety is paramount. All parents are required to follow the route for drop off and pick up. Driveways are dangerous drop off or pick up areas. The main entrance gate is closed at 7:45AM. If your child arrives between 7:46AM and 8AM, they must enter through the Youth Center door that is open where you will see a teacher there letting them in. If you arrive after 8:00 AM, you MUST drop off your child in the school office on the gate located at 9750 Foster Rd. Late students disrupt our morning prayer and miss morning announcements and directives. Students are not allowed to walk or ride bicycles without a parent's written notice. This should be provided prior to the start of the school year to be kept on file in the office.

**Dismissal** (See Appendix XII-Traffic Guidelines & Campus Map).

All students will be dismissed from their classroom. If students are not participating in a supervised activity after school and cannot be picked up promptly, they will be enrolled in the after-school care program. The school provides supervision for students until 3:00 PM Monday-Thursday and until 1:50 PM on Fridays. Those students still on campus unsupervised at those times will be sent to the after-school care and charged a late pick-up fee.

Siblings of athletic team members must be picked up at dismissal or enrolled in after-school care. They may not "hang around" during practices/games. Coaches will not assume responsibility for other than registered team members of the specific team practicing.

Parents must understand the risk as they allow their child to ride a bicycle, or walk to the child's next destination. The school does not assume liability for the child once he/she leaves campus as per the release form.

**Rainy Day Schedule** (See Appendix XII-Traffic Guidelines & Campus Map).

**Arrival:** Students will report directly to the classroom in the morning.

**Dismissal:** In the afternoon, after-school day care students are to proceed to the day care. All other students will remain in their classrooms until picked up. Parents must wait until stated dismissal times to enter the classroom walkways.

**Leaving School Grounds/Release of Students**

Children must not leave the school grounds for any reason from the time they arrive until dismissal. Leaving the school grounds without permission is a serious offense. Parents should notify the school office in advance if a student needs to be picked up before dismissal. Only those listed in the Family Emergency Card are allowed to pick up and sign out a student in the school office. Children are sent directly to the school office where they are signed out in the presence of the receptionist/office personnel. Children may not be picked up at the classroom door, except on rainy days.

**Extended Salesian Day Care** – Fees are available on the school website ([www.stdominicsaviobellflower.org](http://www.stdominicsaviobellflower.org)).

**After-School Care - Fee for service:** Day care is available after school until 6:00 PM on all scheduled days including early dismissal through the after school daycare program. More information is available at the school office.

**Tax Identification Number**

Daycare costs may be tax deductible. The IRS does not require a tax ID number from non-profit organizations, and it is Archdiocesan policy not to release tax identification numbers. In order to claim this deduction, indicate the following:

- St. Dominic Savio School Daycare is a 501c3 non-profit organization under the IRS rules.
- Write "tax exempt" where the tax identification number is requested

**REPORTS AND RECORDS****Privacy and Access to Records**

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

**Pupil Records**

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

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

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

NOTE: Records access may be restricted if the family financial account is delinquent. Records forwarded to another school may include a delinquent status letter if the family account is not cleared.

**Emergency Card**

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

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

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

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

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

**Cumulative Pupil Record**

Full and accurate records, including STAR test results, of each student are entered on the official Archdiocesan Cumulative Student Record form and are kept on file permanently. Only authorized personnel may have access to these records.

Permanent record cards include 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/guardian having custody of the student.
- STAR test data.
- Transcript of classes.
- Record of withdrawal or graduation and place to which any copy of the record is sent.
- Verification of/or exemption from required immunization.
- Attendance including absences and tardiness.

The following persons may receive copies of student records:

- A parent/guardian of the student, unless a court order determines otherwise.
- An officer of a school where the pupil attends, has attended, or intends to enroll.
- Those so authorized in compliance with a court order.
- An officer of the United States, the state, the city or the county seeking information in the course of duty.
- An officer of a guidance or welfare agency of which the student is a client.

When the school releases student record information to any of the above, other than a parent or legal guardian, a reasonable effort will be made to inform the said parent/guardian of such release.

**Transfer of Records**

When a student transfers or graduates, the school retains the permanent record. A copy of the Cumulative Student Report and the original Health Record shall be transferred by the former school upon a request from the school where the pupil intends to enroll. The original Cumulative Student Report will remain at the school.

**Records Retention**

*Reference California Education Code*

Under California law, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents/guardians the grades, diploma, or transcript of a pupil with a delinquent financial account. (Archdiocesan Policy – Administrative Handbook 13.4.2)

**COMMUNICATION****Verbal/Written Confidences**

Students or parents/guardians may provide confidential information 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 must 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 authority must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy – Administrative Handbook 9.8.1 on *Reporting Allegations of Sexual Abuse of Minors to Public Authorities* must be followed when applicable.

**Directory Information**

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

### **Visitors/Appointments**

For security reasons and the welfare of our children, St. Dominic Savio School is a closed campus. Non-employees are not permitted on school premises during the school day without a Visitor's Pass, which must be assigned in the school office and returned upon completion of the visit. Without special permission from the administration, no one is allowed to go to any classroom for any reason during the school day. **PARENTS ARE NOT PERMITTED TO CONFER WITH TEACHERS, PLAYGROUND STAFF, OR VOLUNTEERS AT ANY TIME WHEN THESE PERSONS ARE RESPONSIBLE FOR SUPERVISING STUDENTS DURING DISMISSAL, PICK-UP**

**TIMES, RECESS, LUNCH, AND BEFORE OR AFTER SCHOOL PERIODS.** Parents who wish to speak to a teacher must email or leave a message through the office in order for the teacher to return your call. (See Conferences). Parents who bring in lunches or other items for students must leave them in the school office. As mandated by the USCCB Safe Environment through the Los Angeles Archdiocese, parents are not allowed to remove students from class time during school hours for visiting purposes.

### **E-mail**

Email between school employees and parents or students are limited to school related communication. Personal, motivational, and political emails or spam is not allowed. The school will block email from any person/company that repeatedly transmits such content. (See Appendix X-Acceptable Use and Responsibility Policy for Electronic Communication)

### **Phone Calls**

All phone calls concerning students are to be made to and from the school office. Students are not permitted to call home for forgotten items, e.g. lunch, clothes, books, homework, sports equipment, etc. unless given permission by the Administration or teacher. Personal responsibility is one of the essential qualities students need to develop and they will not learn to do so without parental cooperation and support of this policy.

## **REVIEW OF ADMINISTRATIVE DECISIONS**

### **Student/Teacher Concerns**

Classroom related concerns should be brought directly to the teacher. Charity alone dictates that teachers alone should be alerted to matters under their control before they are discussed with parents, neighbors, the secretary, or the administrator. Non-resolved concerns or matters relating to the school in general should be brought directly to the attention of the principal. Parents are requested to do all in their power to verify facts, through the correct channels of communication, to avoid passing misinformation. Thus, parents are expected to discuss the problem with the teacher. If the problem cannot be settled at this level, consultation proceeds through the Vice Principal, Principal, Pastor, and finally the Deanery Supervisor.

### **Principal/Vice Principal Access**

The principal and vice principal are generally available during normal school hours to confer with parents by phone or in person. Although an appointment is preferred, such conferences may be available even without an appointment. However, since the principal and vice principal are very busy, there can be no guarantee that without a previous appointment he/she will be available whenever requested. Parents requiring a conference about financial issues will be required to call and make an appointment.

### **Actions/Attitudes of Parents or Guardians**

Any parent, guardian, or other person who upbraids, insults, or abuses any teacher or administrator of the



school, in the presence or hearing of a pupil, is guilty of a misdemeanor (Education Code 44811).

If the teacher is "insulted or abused" by any person in the presence of other school personnel on the school premises, on public ways adjacent to the school, or at another place where the teacher is assigned, that person also is guilty of a misdemeanor (Education Code 44812).

Under normal circumstances, a student is not to be deprived of a Catholic education on grounds relating to the actions/attitudes of parents. It is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude or abusive behavior of parents might so diminish the effectiveness of the education process that continuation of the student in the school may be impossible. Reference to the Code of Conduct.

**Cell Phones**

Students may bring cell phones to school; however, cell phones are collected by the teacher during the school day. Any time students are under the supervision of St. Dominic Savio School, they are not allowed to use their cell phones. Failure to abide by this policy will result in the student being sent to the principal's office and the parent will be called to pick up the cell phone at the end of the school day. Repeated violation of this policy may result in confiscation of the cell phone and detention for the student. If a student needs to contact their parent/guardian during the school day, they must make the telephone call from within the office. In the event of a major emergency, students may use the school office phone to contact their parents. Photos and video taken with a cell phone is forbidden on school property. The school is NOT responsible for lost, misplaced, stolen, or broken portable communications devices or for any unauthorized use of such devices. The school will NOT pay to replace devices that are lost, misplaced, stolen, or broken after they are confiscated, and will NOT pay for any communication charges. IMPORTANT NOTE: Cell phones found on school property are subject to confiscation and their contents may be searched.

**ELECTRONIC COMMUNICATIONS SYSTEMS, DEVICES AND MATERIALS AND USERS COVERED**

*(See Appendix X-Acceptable Use and Responsibility Policy for Electronic Communication)*

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.

**Consequences of Violation 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.

**St. Dominic Savio School - Student Specific Electronic Communication Policies**

- A. Students may not use electronic communications devices during the regular school day. Student electronic devices, including cell phones, must remain turned off and stored in the student's backpack.

Switching the device to silent or vibrate does not meet this requirement. Storing the device in a desk or carrying the device in a pocket is also a violation of this policy.

1. Should students be caught with a device (cell phone), the device will be taken away and brought to the office. The child with his/her parent may pick it up after school.
  2. Second offense, the device (cell phone) will be brought to the office and the parent will need to pick up the device and a detention will be assigned.
  3. Third offense, the device (cell phone) will be taken to the office and kept until the end of the school year by the Administration.
- B. After school, students may use cell phones after 3:00 pm for contacting their parent or guardian about getting picked up from school only if given permission from a teacher or staff member. Casual or frivolous calls are inappropriate. Photography or capturing video with a cell phone is prohibited on school property. (See A. 1, 2, 3) Students should be focused on watching for their pickup, not using cell phones.
- C. Students may only use those computers and iPads that are designated for student use. Each student may be held accountable for the improper use of the computers and iPads. Such improper use may include, but is not limited to; inappropriate web searches; inappropriate website access, unauthorized downloads modification, installation, or removal of any software or settings, and changes to the desktop layout or screensaver.
- D. Students who violate technology center or electronic communications policies shall be subject to disciplinary actions based on the discipline matrix and suspension from using any electronic communications devices, including computers for a designated period.
- E. Students may be required to communicate electronically with the technology teacher. Such communications may include; e-mail, email attachments or blog postings. These communications shall only take place in relationship to specific class projects. Social communication is prohibited. All communications will be electronically archived.
- F. Communication between teachers, parents, and students is now authorized but is limited to school related communication only.
- G. Information posted on the school website or class blogs is provided as a convenience and is subject to change. In the case of discrepancies, the school hard copy will be the official document of record.
- H. Parents may print documents, forms, or manuals from the website for personal use. All content provided on the school website or class blogs remains the property of St. Dominic Savio School and may not be distributed without the expressed written permission of the principal.

### **Parent Advisory Board (PAB) Our**

#### **Purpose**

Who and What is the PAB (Parent Advisory Board)?

The purpose of the Parent Advisory Board (PAB) is to form a union with parents and increase participation by being a point of communication between parents, school, and the SDSS community to help the needs of our students in assuring a strong Catholic Education.

#### **Membership Defined**

Each Parent/Guardian of a child attending St. Dominic Savio School has the opportunity of becoming a PAB member. The Parent Advisory Board (PAB) members rotate and serve for a two-year term. Each grade TK-8<sup>th</sup>,

can have one representative, but the board cannot exceed 13 members per school year.

#### **Our Vision**

*The principal reserves the right to amend the handbook for just cause. Parents will be notified of any amendments.*

- Keep the lines of communication open between parents and staff
- Help parents understand guidelines and legal compliance issues set by the Archdiocese of Los Angeles and State/Federal Laws
- To be a consultative group
- To help build alumni relations
- To assist with gathering grants/scholarships
- To assist and organize PAB fundraiser
- Participate in program evaluation, assist with goal settings and community relations

**Responsibilities/guidelines/details of the PAB members:**

- Hold an official position (executive) within the PAB (Official positions (executive) are volunteer positions with no compensation provided by the school)
- Chairs are to communicate ideas and meeting information notes with the PAB Sub-chair and PAB Chair (Vice-Principal) in a timely manner.
- PAB members can assist room parents throughout the school year if needed with school activities planned or other initiatives as requested by the pastor or school administrators.
- Attend all scheduled PAB meetings (1 to 1 ½ hour long) every other month or as needed.
- As a PAB member, you may advise on goal settings pertaining to PAB funds and how funds will be allocated for spending via our voluntary fundraising.
- All members must be in good school standing with St. Dominic Savio School. This is including, but not limited to: financial, service hours, and school requirements.

**PAB Meetings:**

- Beginning in September and ending in June, meetings will be typically held every other month (4 times a year).
- Follow the PAB (School) Norms for all plan meetings.
- PAB members along with the school administrator(s), the principal or vice principal, will be in attendance. Administrators or faculty (are not required) can attend to communicate a specific topic(s) that they wish to receive parent's opinions on or information that needs to be shared with parents.
- PAB meetings is a place to gather information, plan, organize and to discuss what is happening in the school currently and for future months/years.
- Other topics in discussion could be: vote on a new fundraiser initiative, how to spend the PAB monies given and collected via fundraising and discuss any concerns or issues that may have been raised by school parents via email or other means.

**Parent Advisory Board (Executive) positions are as follows:**

Vice-Principal (PAB Chair) - This person is the leader of the group works closely with the principal and/or pastor, The Chair will ensure that each PAB executive adheres to their role and if there are any questions or concerns from the parents, they can come to the Chair who can assist in finding a solution.

PAB Sub-Chair - This is the secondary leader and supports the vice principal (PAB Chair).

PAB Secretary - This person records all the minutes from each PAB meeting so that at any time if a stakeholder (faculty, staff, parents and administrators) wishes to see what was discussed or decisions were made in a

specific meeting they can request this information from the secretary.

PAB Grant/Scholarships - This coordinator along with his/her team are to research, write, and communicate information to Parent/Guardian (PAB members) during meetings. Any grant/scholarship ideas are to be communicate with Principal, PAB Chair and PAB Sub-Chair.

PAB Fundraiser Committee - One member will chair and communicate with PAB Chair and PAB Sub-Chair ideas and planning. These members coordinate, plan, and organize all the fundraising activities that PAB has agreed upon within the PAB meetings.

PAB Community Development Coordinator -This person helps coordinate/organize classes or invite presenters that are identified as a need for the school community; also, research scholarship incentive opportunities for our graduating students.

PAB School Marketing Committee - These parents (2-3) work together with the principal and/or vice principal. The purpose of the school planning committee is to advise the administrator(s) on ideas/developments for our school grounds.

### Room Parents

St. Dominic Savio parents are the heart of our community. Parent involvement is very important for our school to succeed and our community to remain strong. Our Catholic values encourage some to embrace leadership on our parent advisory board (PAB) while others will participate as supportive committee members, room parents, and volunteers in and out of the classroom. We would like to remind you that per Archdiocesan requirements, volunteers need to be fingerprinted and VIRTUS trained. These requirements must be met prior to any volunteering on campus.

## ACADEMICS

### Religious Formation

Archdiocesan Policy – Administrative Handbook 4.3.4

In a Catholic school all students have the privilege and the obligation to participate in religious instruction. Religion teachers have the privilege and responsibility to provide all students with an encounter with Christ and instruction in Catholic doctrine and practice. This whole process calls for witness to the way of Christ as found in the Scripture and Catholic Church teaching. As teachers promote knowledge of Scripture and sacred tradition, they seek to create an environment conducive to Christ on campus and in the classroom, and to impart what will form the students' foundational understanding of doctrine, moral decision-making, discernment of vocation, forms of worship and service, and involvement in the Christian community of faith. Mass is an important part of campus life and students attend Mass weekly.

### Subjects Taught

Bible & Catholic Religion	English/Grammar	Mathematics	Social Studies
Family Life	Phonics/Reading	Pre-Algebra (7 <sup>th</sup> )	Science/Maker Space
Logic/Critical Thinking	Spelling/Vocabulary	Algebra ( 8 <sup>th</sup> )	Coding (4th – 6th)
Fine Arts-/Music	Penmanship/Cursive	Geometry (8 <sup>th</sup> )	
Computers/Technology	Physical Education		

### Gradelink and SchoolSpeak

Gradelink is an online program parents can access to view your student's progress, trends in a student's grades and ensuring the timely completion of classroom assignments. The school's hope is that parents will use this tool to praise a child's successes.

This online access tool is not for analyzing each project grade or how assignments are graded. Parents should only contact the teacher if there is a significant problem. Teachers will not respond to the specific criticism of a grade on a single assignment. Communication with teachers should include a detailed note or email. The teacher will review the note and respond in a reasonable amount of time. Parents may also

make an appointment to meet with the teacher. Teachers are allowed a two-week period in the posting of student grades.

SchoolSpeak is another online tool SDSS uses. In addition to accessing general information such as the school calendar, weekly bulletins, activity flyers, etc., this is where students and parents can access homework assignments; and parents of transitional kindergarten through grade 3 parents will access their Standard Base report cards.

These programs will be locked down at the end of each grading period (trimester) for report card processing. Late or missed work is entered as incomplete and is scored as a zero until the work is completed or the deadline for turning in the work has passed. Changes to progress reports or report cards after they have been printed must be approved by the school administration.

New parents will be provided a sheet with access, login and password information during the first few weeks of school. Returning parents will use the same login information from the previous school year.

### Report Cards

Report cards are distributed three (3) times a year.

The following marking codes will be used for grades TK-3:

#### Academic Skills

E = Exceeds grade-level standard

M = Masters grade-level standard

= Approach grade-level standard

N = Does not meet expectation

/ = Not assessed at this time

#### Work Habits/Behavior

✓ = Meets expectations

X = Doesn't meet expectations AM

The following are the SDSS codes that will be used for grades 4-8:

Marking Codes	Assessment Codes
A = 93%-100%	O = Excellent
A- = 90%-92%	G = Good
B+ = 87%-89%	S = Satisfactory
B = 83%-86%	NI = Needs Improvement
B- = 80%-82%	+ = Area of Strength
C+ = 77%-79%	✓ = Area of Improvement
C = 73%-76%	
C- = 70%-72%	
D = 60%-69%	
F = 59% and below	

Student grading for Physical Education/Health Education Curriculum for grades 1-8:

1. Participation 30%
2. Uniform – all students must wear their P. E. uniform on their designated day. 30%
3. Student will follow the Student Code of Conduct for behavior. 30%
4. Health Education 10%
  - Girl's hair must be tied back away from face.
  - Please label water bottles.
  - Student must bring a Doctor's note to be excused from Physical Education including a date that student may again participate.

Parents are asked to give importance to the child's WORK HABITS and BEHAVIOR, as well as, ACHIEVEMENT. Please note that report card envelopes are to be signed by the parents and returned within five school days. Please keep your copy of the report card.

**Progress Reports**

Progress reports will be sent home to all students. This is to keep parents informed of students' grades and overall conduct. Parents are to give great importance to these reports, encourage students to maintain good grades and take steps to assist students raise low grades or failures before the end of each trimester. All concerns must be addressed with the child(ren)'s teacher.

**Parent-Teacher Conferences**

School-wide Parent-Teacher Conferences are scheduled once a year; however, a personal conference, should the parent consider it necessary, may be scheduled by appointment. A parent must contact the school office or send the teacher a note requesting such a meeting. Parents may not confer with teachers during school time, on the playground, or during morning or dismissal time as teachers are supervising the students. Please schedule an appointment giving the parent a chance to have the teacher's undivided attention. Teachers will contact the parent by written notice should they require a conference with the parent.

(See Visitor/Appointments)

**Academic Probation**

A student who earns 69% or below or an equivalent "NI" (needs improvement), in any subject may be placed on academic probation until the next reporting period (progress report or report card). Equivalent grades in effort and/or conduct will be treated as disciplinary probation and will be dealt with accordingly. Any student on academic probation may be prohibited from participation in any extracurricular activity such as, but not limited to student council, sports, clubs, choir, etc. He/she may participate in classroom activities or events. Students who remain on academic probation for two trimesters may be retained or asked to leave St. Dominic Savio School.

**Promotion/Retention**

The decision to promote a pupil to the next grade or to retain him/her in the present grade is based upon a consideration of the overall maturity and welfare of the pupil, carefully weighing the academic, emotional, and social factors, as well as the student's capacity to function adequately in the next grade. In the event that a student appears not to be making sufficient progress for eventual promotion, the principal, or the teacher with the approval of the principal, should alert the parents to the situation and the possibility of retention. Parents should make it a point to apply needed remedies, including outside tutoring if needed. Parents should keep in touch with the teacher, monitoring the child's progress closely, and paying special attention to weekly

and trimester reports. Although the opinions of teacher and parents are given careful consideration, the final decision to retain or not to retain the pupil is the responsibility of the principal.

**Testing**

The Department of Catholic Schools of the Archdiocese of Los Angeles requires STAR testing for all students THREE times per year in August, January, and May. All tests, including trimester finals, are scheduled in advance and it is crucial that each child is present when given. These yield valuable information that is helpful for evaluating achievement and addressing the needs of each individual student. Additionally, the ACRE I and II – grades 5 & 8. This assesses the student's knowledge of the Catholic religion and traditions.

**Graduation**

Participation in the eighth grade graduation activities is a privilege, not a right. In order for a student to participate in the graduation activities, all tuition, fees, bingo and other service obligations, as well as, fundraising commitments must be met by June 1 of the graduation year. Payments received after June 1 must be paid in cash or cashier's check. All accounts must be cleared before graduation.

**Textbooks**

All textbooks must be kept properly covered at all times. All school items must be carried in a book bag or backpack on the way to and from class. Any school property damaged by a student, whether deliberately or accidentally, is subject to replacement or repair at the expense of the same student.

**EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES**

St. Dominic Savio School tries to accentuate the positive, encourage achievement and effort, and develop within the student a good self-image through in-school programs and various after-school activities. The following are examples of extra-curricular or co-curricular activities in which students may participate: Liturgical celebrations, special assemblies, drama performances, science fair, art exhibit, spelling bee, and other contests, choirs, Scouts, Student Council, academic decathlon, spirit rallies, Leadership Day, athletics. A fee is charged for participation in CYO and other school-sponsored programs.

**Requirements to Participate in Any Extra Curricular Activity**

1. To maintain at least a grade "C" (2.00 GPA) in all subjects.
2. To have above average behavior at all times. Failure to maintain at least a "C" in all subjects will result in suspension from all sports activities until student grades improve. Grades will be evaluated every 2 weeks for reinstatement.
3. (After two weeks) students will receive a warning, (after four weeks) followed by a suspension from the activity, (after six weeks) failure to correct will result in termination from the activity.
4. Students must be physically fit. Any student medically excused from P.E. is not eligible to participate in sports.

Students who are absent from school for any reason may NOT participate in any extra- or co-activity on that same day.

**Field Trips**

Field trips may be taken at the discretion of the principal to offer students a chance to widen their experience and to deepen their understanding of particular subjects. Signed permission slips are mandatory for these events. Parents are responsible for paying the fee for these field trips in advance when requested. Verbal request to allow a student to attend a field trip is not acceptable. Field trips are privileges and a student may be prohibited from attending them for reasonable cause, especially behavior problems. The field trip policies listed below apply to class trips, school group trips (e.g. choir, academic decathlon, and drama) and trips for school sport teams must comply with the following requirements:

- Prior permission of the principal.
- Preparation, follow-up, and specific educational goals for students.
- Signed and dated Student and Youth Activity Permission Forms and Emergency Medical Authorizations from parents.
- All Permission and Authorization Forms must be in the possession of the supervising adult during the trip.
- All participants should have appropriate identification and travel documents.
- All Archdiocesan policies on safe environment must be followed, including background checks for vendors providing the trips, as applicable.
- Transportation may be by personal car, school or chartered bus or van at the Principal's discretion.
- School employees, including teachers and coaches, shall not drive students to or from athletic and co-curricular trips or events.
- Parent/guardian volunteers driving students in their own cars must be at least 25 years of age, have a clean driving record for the past three years, a valid Class C driver's license and current, valid California automobile insurance. Each vehicle must have individual seat belts for each student. A copy of the parent/guardian's driver's license and insurance declaration page must be kept on file at the school. (Archdiocesan Policy – Archdiocesan Handbook 12.3.2)
- All contracts with bus companies or other transportation vendors must be submitted to the Archdiocesan Legal Department for review prior to signature.

**Outreach/Service**

Savio students are community contributors who show respect and concern for people through Christian service. All students are encouraged to help those in need and participate in various mission and volunteer activities. Additionally, middle school students are required to meet minimum Christian volunteer hours which constitutes 10% of their Religion grade as follows: 8<sup>th</sup>–36 hours (12 hours per trimester); 7<sup>th</sup>–30 hours (10 hours per trimester); 6<sup>th</sup>–24 hours (8 hours per trimester).

**Student Council**

The Student Council offers opportunities for students to exercise leadership, and in conjunction with the teachers, discuss and carry out plans for the enhancement of school spirit, and the improvement of school life. The Student Council assists the principal in organizing, maintaining, and expanding school activities. Student Council officers are elected by the middle/upper grades from among candidates who meet the established criteria approved by teachers and Principal. A new Student Council is elected annually for the following school year. Students are required to be enrolled in our school for one complete year prior to running for office. A school faculty member acts as a Student Council Advisor supervising all meetings and activities. The Principal must approve all Student Council projects.

**HEALTH SERVICES****Immunizations** (See Appendix VIII-*Required Immunizations*)

All enrolled students must provide proof of required immunizations. All students entering Transitional Kindergarten and Kindergarten must present certification stating that they have had a physical examination by a doctor. A physician must sign this certification. Failure to provide the requested verification of immunization and physical tests will result in non-admission of the student.

**Medical Appointments**

Absence, late arrivals, and early dismissal for medical or dental appointments will be granted when the parents/guardians make a written request in advance. The proper notation for such absences will be recorded in the class register. Parents/guardians are urged to keep requests to a minimum and encouraged to arrange for care during vacation periods or after school hours. A doctor's note is required for the missed time not to be counted as an absence.

**Medications** (Archdiocesan Policy – Archdiocesan Handbook 8.17.2)

The school will NOT furnish medication. School personnel will not administer medication of any kind. Selected school personnel shall only provide supervision during self-administration.

**Procedures and Regulations for Medication at School**

- The Medication Authorization and Permission Form stating the nature of the medication, signed and dated by the doctor and signed by the parent, must be provided. (See Appendix V-*Medical 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 must be in the appropriate container, and kept in the school/nurse's office.
- The student shall come to the office for medication and the medication will be self-administered.
- Students may not carry medication of any kind to be self-administered at school, including cough drops. An exception for an EpiPen or inhaler requires a special release from the doctor and parent/guardian. (See Appendix V-*Medical Authorization and Permission Form*)
- Students may not be given medicine prescribed for other family members.
- The medication regulations apply to both prescription and non-prescription medications.
- A student who is diabetic is allowed to test his or her blood sugar at school in the school office and self-administer medication as necessary. If a student is too young or otherwise unable to self-test his or her blood sugar, a location may make arrangements with the student's family to assist with



testing. All medications must be kept in the school office or nurse's office and appropriately labeled as described above. School employees may not administer injections to a diabetic student except in emergencies, unless other arrangements are made in advance.

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.

## PERSONAL APPEARANCE

SDS School requires that all students wear appropriate attire as outlined below. The uniform policy is specific and not subject to personal interpretation. All decisions governing the style, color, and appropriateness of the student uniform or other attire is made by the school administration only.

Visitors to any Catholic school notice that students are neatly and uniformly dressed. The requirement of wearing uniforms is intended to enhance the educational environment. The Catholic community of

St. Dominic Savio School is committed to developing in our youth a strong sense of Catholic identity and community. The traditional uniform is a strong symbol of our Catholic heritage and Catholic image, and it promotes school pride both at and away from school. With our uniform and dress code, we strive to promote attitudes of moderation, modesty, neatness, cleanliness, and good taste.

It is the responsibility of parents to see that their children adhere and support all regulations regarding dress code. Our school's dress code is clearly defined. Your cooperation and support in this matter is very much appreciated. Issues relating to dress or appearance of a student that are not specifically mentioned in this handbook, but are inconsistent with the school's regulations, may be deemed unacceptable at the discretion of the principal. The school reserves the right at all times to determine whether a student is appropriately dressed and groomed. The principal reserves the right to request any student to change attire, to regulate against certain fashions, and to confiscate any items when it is deemed necessary. Parents may be required to bring an appropriate change of clothes to school if a student is inappropriately dressed. Students who repeatedly violate the dress code are subject to disciplinary action.

Students with Uniform Violations and Infractions will be required to go to the school office and call home to have the proper uniform article brought in. If the article cannot be brought in, then the student will be sent to class and will receive a uniform violation notice for the infraction. Three infractions will result in detention, the 4th occurrence will result in a parent-administrator conference and the 5th will result in suspension. (Cumulative infractions are per trimester). Infractions beyond the 5th infraction will result in administrative probation and possible expulsion for deliberate disobedience.

A neat appearance and overall cleanliness help promote a healthy attitude and positive self-image. The school's policy regarding student dress and grooming emphasizes good taste, cleanliness, simplicity, and modesty. Uniforms must fit properly, be proper length, be kept clean, and maintained in good condition.

Hair must be neat and tidy at all times and must be worn away from the eyes. It must not be a cause of distraction to other students. No "tails," "lines," extreme or fad hairstyles, shaved, spiked styles, or coloring of hair are allowed. During physical education class and CYO athletic events, girls must wear their hair tied back. Boys' hair must be short and not touch the collar of their uniform shirt, cover the ears or the eyes. No bangs or spikes for boys. Where applicable, boy's faces must be clean-shaven. Sideburns must end at the middle of the ear.

Jewelry is not allowed. This is for student safety. Jewelry will be confiscated and held by the office. Neck chains, rings, bracelets, ID tags (except medical), strings, or other similar items may not be worn. Girls may wear one pair of earrings (one on each ear lobe) and use only "post" earrings or other small studs that hug the ear lobe closely. Other styles that are possible safety hazards are not allowed. Boys may not wear earrings. Visible body piercing and tattoos are unacceptable. Lifting or removing clothing for the purpose of exposing a piercing or tattoo may also be considered a violation of this policy.

**Make-up** - No make-up of any kind is allowed in school or at any school-related events, on or off the premises; only clear non-glitter lip balm is permitted. No long nails, false nails, or colored nail polishes are allowed. Only clear nail polish is permitted. Eyebrows should remain natural.

**Perfumes** do not represent a student need. Due to the number of people suffering from allergies aggravated by odors, no perfumes, colognes, or strongly scented toiletries are permitted. Offenders may be sent home to shower before returning to school. Students may wear unscented antiperspirant.

**Pants/Shorts** may not be low waist pants. No cargo pants.

**Skirts/Jumpers/Skorts** must cover the middle of the knees.

**Shirts** must be tucked in at all times.

**Alternative shirts** such as student council, decathlon, sports teams, or previous special event t-shirts may only be worn on days specifically designated by the administration.

**Shoes** must be **95% solid black**. Stripes or Nike style crests must be black, white, or gray only. **No other colors are authorized.** Shoes must be secured with Velcro or laces in the front of the shoe. No slip-ons. No patterned shoes, i.e. checkerboard or similar. No shoes with wheels, blinking lights, sounds, etc.

**Socks must be crew style**, extending at least 2" above the top of the shoe and can only be white or black. (**Elite Socks** - only white or black may be worn and back must be white or black).

Tights/Leggings may be worn under jumpers/skirts and PE shorts on cold days. Only white or black may be worn.

**Belts** with plain buckle (no design) must be worn with all pants/shorts with belt loops worn by boys and girls in grades 3-8. (No belt required for grades TK-K-1-2)

**Outerwear** – Only approved SAVIO jackets/sweatshirts/sweaters may be worn at school. Outerwear **MUST HAVE a Savio crest.** No other sweaters/jackets/sweatshirts may be worn.

**FREE DRESS TK-8** – Free dress is a privilege provided by the school when approved by the principal or vice-principal. Students will be instructed as to what they may wear for particular Free Dress days. No hats or hoodies unless specifically stated. All other school rules apply including shoes. Clothing worn at

school or at any school related event must be modest and in good taste. Any clothing that is too short, tight, or low-cut is not to be worn including tank tops, bare midriffs, halter-tops, un-hemmed shorts, clothing suggestive of gang style, and anything else that is in any way not appropriate for school.

#### **Approved Uniform Attire (See Appendix VI-Uniform Policy)**

#### **DISCIPLINE**

Discipline in the Catholic school is to be considered 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.

The staff at St. Dominic Savio School is committed to the belief that all students have the right to learn in a distraction-free environment and that no student has a right to distract the learning environment of any other student and that teachers have a right to insist on a distraction free environment in the classroom. At the beginning of the school year, teacher and students will establish expectations of students and natural logical consequences for classroom infractions. Appropriate explanation of the classroom procedures and expectations is presented on Back-To-School Night. Additional questions and clarifications should be directed to the teachers at any time during the year. Students of St. Dominic Savio School are expected to conduct

themselves in a proper, responsible, and Christian manner, respecting their teachers and other adults, their fellow students, and all property.

Our philosophy of discipline is oriented towards the establishment of habits and conduct appropriate to a Christian society. Parents are expected to support this philosophy. The decision of the principal is final in all matter of 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.

### STUDENT'S CODE OF CONDUCT

St. Dominic Savio School believes if we treat one another as Christians, then we will be respectful and courteous at all times. The following rules are meant to contribute to the well-being of each student.

1. Students are expected to use respectful language and actions at all times. Inappropriate language (cursing, taking God's name in vain, etc.) and actions will not be tolerated.
2. Any form of cruelty, meanness, harassment, or bullying will not be tolerated.
3. Weapons-any objects, which might cause bodily and/or psychological harm (including toy guns, guns, knives, incendiary device, or any items, which may be construed as having the potential of harm, etc.) are forbidden and possession of such weapons is ground for expulsion.
4. Electronic devices of any kind may not be used and must be properly stored. Audio and video recording is prohibited.
5. No students are allowed in any classroom at any time without a teacher or supervising adult present.
6. Students are to be in complete school uniform each day, unless otherwise directed.

Since no list of norms can cover every situation, any inappropriate behavior unbecoming of a Christian student will be considered a violation of school rules/expectations. The school reserves the right to search any item used/confiscated on the property.

### Discipline Forms

Dress Code Violation  
Conduct Referral Detention  
Notice  
Weekly Conduct Card (grades 4<sup>th</sup>-8<sup>th</sup>)

### Conduct Referral

A Conduct Referral may be imposed for, but not limited to the following:

1. Failure to observe school rules
2. Disrespectful to the rights and property of others
3. Rude/discourteous behavior to any authority figure or classmates
4. Offensive/abusive language
5. Constant disruption of classes, assemblies, or church
6. Repeated Tardiness
7. Repeated problems with dress code (school and PE), including but not limited to hair, make-up, jewelry, etc.
8. Any behavior unbecoming of a Catholic school student per the Student Code of Conduct.

9. Missed Homework will result in an automatic referral (teacher's discretion)

The first infraction will be verbal, 2nd infraction will be written in School Agenda and signed by parent, 3rd infraction will result in a conduct referral.

#### **DETENTION**

1. Detention may be imposed for, but not limited to the following referrals of any three types:
  - a. Any of the above criteria for Conduct Referral
  - b. Destruction of property
  - c. Offensive/abusive language
  - d. Deliberate disobedience
  - e. Constant disruption of class, assemblies, or mass
  - f. Repeated tardiness (administration approval)
2. Before detention is served, parents must sign and return the detention slip to the teacher. Parent indicate specific instructions as to who will pick up the student after detention period and other pertinent information.
3. A missed detention will result in additional detention time.
4. Sports does not exclude a student from detention.
5. Two (2) Behavioral detentions in a trimester will result in a parent/teacher/administration conference.
6. Three (3) Behavioral detention in a trimester will result in a probation/suspension.

#### **SUSPENSION**

1. Notice of suspension shall be given to the parent(s) or guardian(s) by telephone, mail, or other appropriate methods within a reasonable time.
2. A suspension means that the student:
  - a. Cannot attend school during the suspension period.
  - b. Is responsible for all work missed.
  - c. May not participate in or attend school-sponsored activities during the suspension, including team sports, choir, field trips, etc.
  - d. Parent(s) must meet with the Principal before the student returns to class at the end of the suspension period.
3. If a significant change in behavior and attitude is not immediately observable following suspension, the student may be expelled from the school.

#### **Conditions of Suspension**

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

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

- In no case will a teacher on his/her own authority suspend a student.

### EXPULSION

Archdiocesan Policy – Archdiocesan Handbook 13.9.6

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. (Fighting, etc.)
- Bullying or harassing school personnel or other students, open and/or 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 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 Communications Policy policies and guidelines.
- Inappropriate conduct or behavior unbecoming a student in a Catholic school.

When the reasons for expulsion are purely disciplinary, i.e., when serious moral reasons are not involved, the following steps must be taken:

- A conference must be held with the parents/guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless there is immediate improvement in behavior. In parish schools, the pastor should be notified of the conference, given an opportunity to attend, and provided a report of the discussion.
- If there is no improvement in behavior, the formal decision will be announced at a second conference attended by the principal, teacher, and parents/guardians. If the parents fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a formal decision. The formal decision rests with the pastor in consultation with the principal.
- In no case will a teacher on his/her own authority expel a student.
- Full credit will be given for all work accomplished by the student up to the moment of expulsion.

### Cases Involving Grave Offenses

- In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and the initial parent-principal conference is dispensed with.

- The procedure involving cases of grave offenses should be 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 parent/guardian.

**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 trimester 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 formal decision to the parents at the meeting described below.

**Reporting of Expulsions**

- All expulsions even if they occur at the end of the year, are to be reported by telephone to the elementary supervisor at the Department of Catholic Schools within twenty-four hours. The written report, Notice of Dismissal, should be mailed promptly to the elementary supervisor.
- The attendance office of the local public school district shall be notified immediately of expulsions.
- A copy of the *Cumulative Student Record* should be held until requested.

**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.

**RESPECT FOR PROPERTY**

1. Students must pay for lost or damaged books and other school property.
2. Vandalism will not be tolerated. Undue careless handling or destruction of school property will result in disciplinary action and payment in accordance with the damage done.
3. Graffiti – In order to discourage the appearance of graffiti on campus and school property, the principal will have it removed immediately. Penalties related to the willful defacing of school property, include restitution and the possibility of expulsion
4. Students are not permitted to be in possession of large sums of money. Parents are requested to put money for lunch or any other purpose in an envelope with a note stating the student's full name and the purpose for which the money is being sent.

**SCHOOL SEARCHES**

Archdiocesan Policy – Archdiocesan Handbook 13.7.4

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

a school rule.

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

A "reasonable suspicion" may be established in many ways, including but not limited to personal observations, information provided by third parties or other students, or tips provided by law enforcement. An alert from a trained and certified detection dog is sufficient to establish a reasonable suspicion and serve as the basis for a warrantless search of the student's person, locker, car, or personal property and effects.

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

### **Expectations of Privacy**

A student does not own a locker or other school property. The school makes lockers available to the student. The student does have some expectation of privacy in his or her locker from other students. However, a student does not have a high expectation of privacy in his or her locker from the school and may not prevent school officials from searching the locker if the school official has a reasonable suspicion that the student has violated or is violating a law or school rule.

A student has a greater expectation of privacy regarding his or her person and personal effects. A school official who conducts a search of a student's backpack, purse, clothing, cell phone, or other personal effects must have a reasonable suspicion that the student has violated or is violating a law or school rule. Strip searches or searches that include a student's underwear may only be conducted by law enforcement and may not be conducted by a school official.

Every student is subject to the Acceptable Use and Responsibility Policy for Electronic Communications ("Archdiocesan AUP") and Archdiocese of Los Angeles Privacy Policy of the archdiocese and school; these types of policies concern cell phones and other electronic devices, whether the devices belong to the student or the school.

### **Student Cooperation**

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

### **Confiscating a Student's Personal Property**

If any of the student's items are confiscated, the person in charge should document the confiscation and when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.

## **OTHER CONCERNS AND ISSUES**

### **Personal Possessions**

Toys, radios, CDs, iPods, tablets, cameras, magazines, or any other item not necessary for school will NOT be brought to school unless specifically requested by the teacher. Failure to comply may result in confiscation. The use of photo and video equipment (including cell phones) is prohibited unless permission is granted, in advance by the principal or vice principal.

### **Gum, Hard Candy and Lollipops**

Gum chewing and the eating of hard candies or lollipops are NOT permitted anywhere or at any time on school premises. Gum can disfigure pavements, create severe maintenance problems, and cause a variety of inconveniences. Every instance of gum chewing on school premises is subject to disciplinary action. Hard candy and lollipops are a potential choking hazard. This same regulation applies to CYO sports on or off the premises. It is also highly inconsiderate to chew gum on other school premises.

**Lunch Program** - *There are no exceptions to this policy.*

Students may bring their lunch or order from the cafeteria's menu. Ordering from the cafeteria's menu is done online or office. (see Appendix VII-*Cafeteria Program*). No child has permission to leave school premises during the lunch period or may not have lunch delivered. Glass bottles of any kind are not permitted. When parents need to bring in a child's lunch, they must bring it to the school office by 9:50 AM.

Parents are strongly urged NOT to bring fast food lunches to school. This particular diet is not healthy and students are often eating after their peers are finished delaying students' playtime. Please plan so that you do not need to bring a lunch to school.

Food and beverages are not to be served in the classroom without permission from the Principal. Lunch must be consumed in the designated lunch area. Rules governing class parties, birthday parties and the serving of food or drinks at school are subject to change by the pastor and/or principal at any time.

**Student Insurance**

The student insurance program is provided for all full time students in Archdiocesan schools. 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. Parents who want additional plan coverage may use the enrollment form/information provided by the school at the beginning of the school year.

**Vehicle Safety** (See Appendix XII-*Traffic Guidelines*)

- **NO CELL PHONE USE BY DRIVERS WHILE IN THE DROP-OFF/PICK-UP CAR LINE! (Just as students are not allowed to use their cell phones during this time.)**
- Drivers are to drive carefully on the school grounds. **The speed limit is 5 miles per hour.**
- Students are not permitted to eat while waiting in line before or after school.
- Drivers should NOT park on red fire lane by the Church.
- Violators may be required to park and pick up their child from the office.

**Alternative Transportation**

1. All bicycles, scooters, and skateboards must be registered in the School Office.
2. Students must wear helmets if riding any of these vehicles to school.
3. Bicycle riders are to WALK their bicycles through the parking lot.
4. If a student fails to comply with the safety rules, his/her bicycle may be prohibited from School property for a period to be determined by the principal.

**Rollerblades, Roller-Skates**

Rollerblades and roller-skates must not be used on the school or church grounds or in buildings. Students

may not wear athletic shoes with wheels on campus.

**Emergency and Disaster Drills** (See Appendix XII-*Traffic Guidelines & Campus Map*)

Emergency drills are conducted each month. Students practice fire, earthquake and lockdown drills. In the event of an extended evacuation of the school, please observe the school policies on student pickup. Students will not be released to anyone not listed on the emergency cards.

**Confidentiality**

It is the policy of the Archdiocese of Los Angeles to maintain student confidentiality. Please note, parents setting up Facebook, YouTube, Instagram, or any other web related and social media sites using St. Dominic Savio School name will be asked to shut down the site. Once the name, St. Dominic Savio School, becomes part of a site with or without permission from the administration, the school becomes liable for what is posted on these sites.

St. Dominic Savio School has an obligation to protect the confidentiality and non-disclosure of proprietary, confidential and privileged data, as well as, personally identifiable information on the students affiliated with the



### **Work Permits**

Archdiocese Policy – Administrative Handbook 13.2.8

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.

After receiving a promise of employment, the minor student must obtain a Statement of Intent to Employ a Minor and Request for a Work Permit. The minor, employer, and parents/guardians 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 parents/guardians 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: the superintendent of the local public school district or those persons authorized in writing by the superintendent to issue the permit. If all requirements are met, the work permit issuing authority may issue the Permit to Employ and Work.

The school must keep a copy of the signed work permit in the student's file. For additional information and forms, see California Child Labor Laws.

### **ETHICS OF FINANCIAL CONCERNS**

#### **Overview**

The Archdiocese of Los Angeles has partnered with EthicsPoint, an independent agency that works with many dioceses across the country, to offer a confidential way for individuals to report suspected financial negligence, mismanagement and other irregularities in our parish, schools, and Archdiocesan offices.

#### **Reporting**

Simple – You can make your report online or by calling. Confidential –

This is a safe place – reports are totally confidential. Anonymous –

Reports can be made completely anonymously.

Prompt – Reports are promptly reviewed to determine the proper response and course of action. Available – You can report at any time, any day of the week; 24/7.

#### **What to Report**

Report suspected financial, auditing or accounting negligence, mismanagement and other irregularities in our parishes, schools, and Archdiocesan offices. You can also submit reports relating to violations stated in our

Commitment of Core Values Mission Statement, as well as asking for guidance related to policies and procedure and providing positive suggestions and stories.

#### **How to Report Anonymously and Confidentially**

Online – [archla.org/report](http://archla.org/report) By

Phone – 855-420-8644

## **APPENDIX I – GENERAL PRIVACY POLICY**

### **GENERAL PRIVACY POLICY**

You have provided St. Dominic Savio School with your name, address(es), telephone number(s), email address(es) and/or other personally identifiable or sensitive information. We are concerned about your privacy and will take all reasonable steps required by the applicable policies, rules, regulations and laws to protect the type of information you provide.

We use your personally identifying information to help with school administration.

Only those persons with a need to know will have access to your information. They include the following: school personnel; hot lunch provider; uniform company; tuition management company.

We do not provide your information to third parties, except where required by process of law.

We will keep your information for as long as it is required for us to provide the services you need and as required by applicable rules on record retention.

If your information changes, you should let us know by updating your student's emergency card.

Paper records with your information are kept in locked files. Electronic records are protected by passwords and/or encryption, depending on the nature of the information.

Improper use of or access to your information shall subject the person(s) engaged in such activity to appropriate discipline, depending on their status (staff, volunteer, student, clergy or religious, contractor) and

the nature and severity of the breach.

Any information about you that we obtain because you use any electronic communications device, system, material or service that (1) is owned or paid for by us, (2) is used on our premises, or (3) is used for us or on our behalf is subject to the Acceptable Use and Responsibility Policy for Electronic Communications ("Archdiocesan AUP"), which is accessible at <http://handbook.la-archdiocese.org/chapter-10/section-10-3>.

If you have any questions or concerns about our privacy policy or about the information we may have about you, please contact Mrs. Maria Watson, M.Ed. Principal at 562-866-3617 or email [mwatson@sdss-bellflower.org](mailto:mwatson@sdss-bellflower.org)

## A II – CRITERIA FOR AWARD SELECTIONS FOR GRADE TK-8<sup>th</sup> and END OF YEAR

### CRITERIA FOR AWARD SELECTIONS FOR GRADE 8 END OF YEAR

#### GOLD, SILVER AND BRONZE AWARD

Although the Gold, Silver and Bronze awards are given primarily for academic excellence, conduct, effort and attendance are also given consideration because recipients of these awards should embody the spirit of a Savio student. Criteria considers:

Grade 8 Report Card: GPA, Effort, Conduct, Attendance

Grade 8 STAR Scores Totals: Total Reading, Total Math

Grade 7 Cumulative Report: GPA, Effort, Conduct, Attendance Grade

7 STAR Scores Totals: Total Reading, Total Math

Grade 6 Cumulative Report Card: GPA, Effort, Conduct, Attendance

Gold Chords: recipients of the Gold Chords are those students who have maintained a 3.6 or higher GPA for grades 6, 7 and 8

1. Gold Award Qualifications

A. 3.6 GPA or higher in grades 6, 7, 8

B. "A" average in conduct and effort

C. 85% or higher in reading or math totals on STAR grade 8

2. Silver Award Qualifications

A. 3.5 GPA in grades 6, 7, 8

- B. "A" average in conduct and effort
- C. 80% or higher in reading or math totals STAR grade 8
- 3. Bronze Award Qualifications
  - A. 3.0 GPA or higher in grades 6, 7, 8
  - B. "B+" or higher average in conduct or effort
  - C. 75% or higher in reading or math totals STAR grade 8

**CHRISTIAN WITNESS**

Awarded to one boy and one girl who are Christian examples "in word, in conduct, in love, in spirit, in faith, and in purity."

**PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE**

- 1. Gold: 85% in Math or Reading in STAR Achievement
- 2. Silver: 80% in Math or Reading in STAR Achievement

**Honors and Awards**

Trimester Religion (St. Dominic Savio and Laura Vicuna awards) are presented to students in each class. Criteria for honors and award selections for TK through 8<sup>th</sup> Grade and end of the year (see Appendix II- *Criteria for Award Selection*)

**CRITERIA for HONOR TRIMESTER AWARDS (TK – 3<sup>rd</sup>)**

- 1. Principal's Award: All core subjects "E"-in all subjects "E" in behavior-trimester
- 2. Laura Vacuna/St. Dominic Savio Awards: 1 boy/1girl
- 3. Top 5 AR: Students per Trimester (1<sup>st</sup>-3<sup>rd</sup>)

**CRITERIA for HONOR TRIMESTER AWARDS (4<sup>th</sup> – 8<sup>th</sup>)**

- 1. 1<sup>st</sup> Honors: 93%-100% in all subjects. "A" in Conduct and Effort.
- 2. 2<sup>nd</sup> Honors: 87%-92% in all subjects. "B" or above in Conduct and Effort.
- 3. Honorable Mention: 86%-85% in all subjects. "B-" or above in Conduct and Effort

**NATIONAL JUNIOR HONOR SOCIETY (NJHS)**

The National Junior Honor Society (NJHS) elevates a school's commitment to the values of scholarship, service, leadership, character, and citizenship. These five pillars have been associated with membership in the organization since its inception in 1929. Learn more about these four pillars of membership here. Today, it is estimated that more than one million students participate in NJHS activities. NJHS chapters are found in all 50 states, US Territories, and around the world. Chapter membership not only recognizes students for their accomplishments, but challenges them to develop further through active involvement in school activities and community service. As such, NJHS chapters and students are in schools that care not only about student achievement, but also community engagement.

**APPENDIX III - HARASSMENT POLICY FOR STUDENTS IN CATHOLIC SCHOOLS****HARASSMENT POLICY FOR STUDENTS IN CATHOLIC SCHOOLS**

Archdiocese Policy – Administrative Handbook 13.10

**Student Harassment, Bullying, and Hazing Policy**

This policy, which encompasses all inappropriate behavior, including harassment, bullying, and hazing,

must be published in the parent/student handbook and applies to all students. This policy shall be communicated clearly to faculty, staff, volunteers, parents/guardians, and students. Harassment of employees, parents/guardians, and other adults in the school community are addressed elsewhere in separate policies.

*The principal reserves the right to amend the handbook for just cause. Parents will be notified of any amendments.*

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

Credible acts of harassment, bullying, or hazing by a student will result in disciplinary action up to and

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

**Harassment and Bullying**

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

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

Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion.

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

- Sending inappropriate texts, emails, or instant messages
  - Posting inappropriate pictures, videos, or messages about others on blogs, social media, or websites
  - Using someone else's username to spread rumors or lies about another person
- Read about cyberbullying on [StopBullying.gov](http://StopBullying.gov).

**Hazing**

Hazing is any method of initiation or pre-initiation into a student organization or body, whether or not the

organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to any student or other person. All hazing is prohibited.

Archdiocese Policy – Administrative Handbook 5.2.6.1

*The principal reserves the right to amend the handbook for just cause. Parents will be notified of any amendments.*

St. Dominic Savio School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student, lay employee, religious or priest is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. A charge of harassment shall not in and of itself create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to and including removal of student from St. Dominic Savio School. Harassment occurs when an individual is subjected to treatment, or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex. Harassment can occur any time during school or during school related activities. 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, gestures.

**Sexual Harassment:** Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occur:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress.
- Submission to or rejections of such conduct by a student is used as a basis of academic performance or of creating an intimidating, hostile or offensive education environment.

Specific examples of sexual harassment include, but are not limited to:

- Making unsolicited sexual advances and propositions;
- Using sexually degrading words to describe an individual or an individual's body;
- Displaying sexually suggestive objects or pictures; or telling inappropriate or sexually related jokes;
- Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances.

**It is the responsibility of St. Dominic Savio School to:**

- Implement this policy through regular meetings with all administrators, including the pastor in the case of a parish school, ensuring that they understand the policy and its strict enforcement.
- Make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement.
- Remain watchful for conditions that create or may lead to hostile or offensive school environment.
- Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

**It is the student's responsibility to:**

- Conduct himself or herself in a manner which contributes to a positive school environment;
- Avoid any activity that may be considered discriminatory, intimidating, or harassing;
- Consider immediately informing anyone harassing him/her that the behavior is offensive and unwelcome;

- Report all incidents of discrimination or harassment to the principal; Inform and understand if he/she is perceived and engaging in discriminatory, intimidating, harassing, or unwelcome conduct immediately.

### Complaint Filing Procedures

The following procedures must be followed for filing and investigating a harassment claim:

- The students may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the Principal, or to a teacher who will report it to the Principal, or to the Regional Supervisor if the Principal is the subject of the allegations. The student is free to raise the issue with another, same sex administrator if he/she prefers to do so.
- The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
- The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.
- Once the facts of the case have been gathered, the Principal, in consultation with the Regional Supervisor, and in the case of a parish school, with the pastor, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination.

If the complaint is against a non-employee or non-student, such as a parent, parishioner, volunteer or vendor, the school will take steps within its power, to investigate and eliminate the problem. St. Dominic Savio Catholic School abides by the Grievance Procedures of the Archdiocese of Los Angeles.

## APPENDIX IV– STUDENT AND YOUTH ACTIVITY PERMISSION FORM

### [Student and Youth Permission Form](#)

## APPENDIX V – MEDICAL AUTHORIZATION AND PERMISSION FORM

### Medications Administered at School

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

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

- The [Medication Authorization and Permission Form](#) must be provided. This form, which states the nature of the medication, must be signed and dated by the doctor and the parents/guardians.
- Medication administered at school must be in the original container and labeled. The day's dosage must be sealed, be labeled, and have the student's name attached. It shall be in an appropriate container and be kept in the school office or 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. If a student is seriously at risk without an EpiPen or inhaler on his or her person, the student may receive special consideration.

- A student may not be given medicine prescribed for family members.
- These medication regulations apply to both prescription and non-prescription medications.
- A student who is diabetic is allowed to test his or her blood sugar at school in the health room or office and self-administer medication as necessary. If a student is too young or otherwise unable to self-test his or her blood sugar, a location may make arrangements with the student's family to assist with testing. All medications must be kept in the school office or nurse's office and appropriately labeled as described above.

School employees may not administer injections to a diabetic student except in emergencies, unless other arrangements are made in advance.

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

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#### APPENDIX VI – UNIFORM POLICY

**Beginning 2021-22 school year, all uniform tops and outerwear must have the school crest.**

##### **Official Uniform (not Mass or PE days)**

**Girls:** Red/white/blue Plaid skirt/skort, plaid jumper (must at least touch the top of the front and back of knee), navy blue walking shorts, navy blue pants

**Girls:** May wear plain, no emblem white or navy blue knee high socks, navy or white tights under the uniform skirt or white or navy crew socks that must show 2 inches above the ankle

**Boys:** Navy blue pants, navy blue walking shorts (no faded and saggy pants)

**All:** Red/White/Navy blue, polo shirt and must have crest (all shirts must be tucked in)

**All:** Belts (brown or black) with plain buckle must be worn with pants/shorts (no belt required for grades TK-K-1-2)

**All:** Outerwear (school sweaters and jackets) must have crest

**All:** **No emblem** white or navy crew socks must show 2 inches above the ankle

##### **Mass Day Uniform**

**Girls:** Red/white/blue Plaid skirts/skort and polo shirt, plaid jumpers (no pants or shorts)

**Boys:** Navy blue pants (no shorts), polo shirt

**All:** Belts (brown or black) with plain buckle must be worn with pants (no belt required for grades TK-K-1-2)

**All:** Outerwear (school sweaters) must have crest

**PE Uniform** - Students must wear the designated P.E. uniform, only.

P.E. shirts must be solid navy blue and must have school crest.

P.E. shorts must be solid navy blue mesh gym shorts and must be appropriate length.

P.E. sweatpants must be solid navy blue.

P.E. sweatshirts must be solid navy blue and must have a school crest.

P.E. shoes may be any color.

P.E. socks may be any color.

**WHERE TO PURCHASE OFFICIAL UNIFORM**

Items that **MUST BE** purchased from Michael's School Uniforms:

<http://www.michaeluniforms.com/shop.html>

School jacket and sweater with crest  
School red/white/navy blue polo shirt with crest PE  
sweatshirt with crest  
PE shirt and shorts with crest

Items that may be purchased from other stores/vendors: Navy

blue pants and shorts  
P.E. sweatpants Belt  
(black or brown) Shoes  
(black)

Socks/Tights (white or navy blue)

**APPENDIX VII – CAFETERIA PROGRAM****HOT LUNCH**

**To Be Determined**

**APPENDIX VIII – REQUIRED IMMUNIZATIONS**

All children under eighteen years of age that enter a California public or private elementary or secondary school for the first time or transfer between schools must present a written immunization record that includes at least the month and year of receipt of each dose of required vaccines (or an exemption to the immunization requirements). Otherwise, the child will not be allowed to attend school.

<http://www.shotsforschool.org/>

**APPENDIX IX – CODE OF CONDUCT FOR STUDENT WORKERS / VOLUNTEERS****Working or Volunteering with Children or Youth**

Please see Fingerprinting Policies and Guidelines, Safe Environment: Initial Training, Safe Environment: Training Recertification, and Annual Review of Boundary Guidelines.

<https://handbook.la-archdiocese.org/chapter-9/section-9-3>

Adults who work or volunteer with children or youth are subject to archdiocesan guidelines and regulations; they must sign the Archdiocese of Los Angeles Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events:

[Adults Interacting with Minors](#)

Junior high and high school students who work or volunteer with children or youth must sign the Archdiocese of Los Angeles Boundary Guidelines and Code of Conduct for Middle and High School Youth Working or Volunteering with Children or Youth.

[Boundary Guidelines and Code of Conduct](#)



**ACCEPTABLE USE AND RESPONSIBILITY POLICY FOR ELECTRONIC COMMUNICATIONS**

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.

**A. 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, tablets, audio and video equipment, flash drives, memory sticks, media players 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.

**B. Electronic Communications Systems, Devices and Materials and Users Covered**

- 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").
- All electronic communications devices and materials taken from the Premises for use at home or on the road.
- All personal devices and materials brought from home and used on the Premises during regular business hours.
- 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.
- 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.

**C. 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.

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

1. 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.
2. Email and other electronic communications are not necessarily secure.
3. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
4. The person in charge of the parish (pastor, priest administrator, or parish life director), principal, or other person in charge of the Location must approve postings to "All Employees," "All Parents," "All Seminarians," "All Parishioners" and the like on intranets or the Internet before they are sent out.
5. Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.
6. 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.
7. 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.
8. 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
9. is intended for the public may allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information.
10. 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.
11. 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.
12. Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.
13. Information systems hardware should be secured against unauthorized physical access.

#### **E. Internet Safety Policy**

1. Any device accessed or used by minors on the Premises must use updated and functioning filters to preclude access to prohibited content, including obscene, sexually explicit materials, adult or child pornography, and materials that are otherwise harmful to minors or in violation of this electronic communications policy.

2. 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.
3. No unauthorized personal identification information regarding minors may be disclosed, used, and
4. disseminated without proper authorization by a responsible person at the Location.
5. Minors' use of electronic mail, chat rooms, social networks and other forms of direct electronic communications on electronic devices at the Location must be monitored.
6. No person may engage in unlawful activities online, including "hacking" of Archdiocesan or Location systems or any system while using Archdiocese or Location devices or while on the Premises of any Location.

### 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:

1. Violate any federal, state, or local laws or regulations.
2. 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.
3. 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.
4. Post or distribute any communications, video, music, or pictures, which a reasonable person, according to the teachings of the Roman Catholic Church, would consider 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 based on race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
5. Engage in improper fraternizing or socializing between adults and minors.
6. Engage in cyber bullying or other abusive on-line behavior.
7. 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.
8. Post or send chain letters or engage in "spamming" (sending annoying, unnecessary, or unsolicited commercial messages).
9. 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.
10. 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.
11. 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*.
12. 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.
13. 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).
14. 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.

15. Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices
16. onto any system.
17. Bypass (via proxy servers or other means), defeat, or otherwise render inoperative any network
18. security systems, firewalls or content filters.
19. Allow any minor to access the Internet on Archdiocese or Location communications devices without active, monitored filtering of prohibited materials.
20. Allow any minor to use electronic mail, chat rooms, social networking sites or other forms of direct communications at the Location without monitoring.
21. 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.
22. Access or manipulate services, networks, or hardware without express authority.

*The school administrators, staff, faculty, and coaches will not communicate school related information via this medium. This is an Archdiocesan Policy. Social networking sites and e-commerce sites selling merchandise under the Beatitudes of Our Lord School name are not official sites of the school. Non-school employees operate such sites and as such the school cannot verify the integrity of the sites nor the information or services provided.*

#### **Consequences of Violation 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.

### **APPENDIX XI – GUIDELINES FOR ADULTS INTERACTING WITH MINORS**

All parishes and schools will keep a separate safe environment file or similar electronic record for their staff and adult volunteers. This file will contain an original, copied, or scanned version of the person's VIRTUS® certificate of attendance; an original, copied, or scanned version of each recertification; an original, copied, or scanned version of the signed Acknowledgment of Receipt from the Archdiocese of Los Angeles Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events (reviewed and signed annually); and any other documents required to comply with the safe environment policies and procedures of the Archdiocese of Los Angeles. The location must also have a file or other similar electronic record listing the names of the staff and volunteers with their safe environment certification and recertification dates. See "Safe Environment Training Documents" in the Record Retention Schedule (sorted by category and record type).

The person selected by the pastor and principal to maintain the files will regularly update the records to include safe environment certification and recertification dates. This person will also update all Volunteer/Personnel Information Network (VPIN) files at least twice a year. If employees and adult volunteers move to another parish or school in the archdiocese, their VPIN information is transferrable but should be updated.

### **APPENDIX XII – TRAFFIC GUIDELINES & CAMPUS MAP**

#### **TRAFFIC GUIDELINES AND & CAMPUS MAP**

Please familiarize yourself and/or anyone who drops off or picks up your child/children with the guidelines below. If everyone does their part, it makes for a smoother process. We appreciate your cooperation as this is for the

paramount safety and protection of all students.

- **SPEED LIMIT IN PARKING LOT IS 5 MPH!**
- Do not stop/park in red curb areas. Students are never to be dropped-off or picked-up from these locations.
- PLEASE DO NOT TALK TO TEACHERS BEFORE SCHOOL OR DURING PICK-UP AS THEY ARE RESPONSIBLE FOR STUDENT SAFETY.

### **Morning School Traffic Guidelines**

No student should walk across the parking lot in the morning before 7:40am as this can be extremely dangerous. ALL parents are requested to drive through the traffic line when bringing students to school regardless if parent stays for morning assembly.

- Enter the parking lot and follow Teacher instructions if you are dropping off by the main entrance gate
- Students are to be out of their cars and in line for morning assembly by 7:40am.

### **After School Traffic Guidelines**

- All students not picked up by 3:00pm Monday-Thursday and 1:45pm on Fridays. If your child is picked up after these times, you will be signed into after-school care and charged a late pick-up fee even if you arrive by 3:01pm or 1:46pm.
- Students must ALWAYS be supervised when on campus. Siblings of students participating in extra-curricular activities must be signed into daycare. Students may not “hang around” unsupervised after school, during practices, games, club meetings, etc. as coaches will only assume responsibility for registered team members of specific activities.
- No cell phone use while picking up children to avoid any unnecessary incidents.

### **TRAFFIC REMINDERS**

All people who visit the church and school are required to follow the same parking rules as they do in the city. You may not park; and therefore, students may not be dropped off at the red curbs. It is designated red for “no parking” to provide emergency vehicle access. This is for the safety of everyone.

## **APPENDIX XIII – PARENT/STUDENT POLICIES AGREEMENT FORM**

### **PARENT/STUDENT POLICIES AGREEMENT FORM**

We, the administration, faculty, and staff of St. Dominic Savio School, welcome you to our school community which is firmly committed to providing a quality Catholic education for your child(ren).

The success of our school community demands the commitment and dedication of the administration, faculty, staff and parents to the philosophy and goals of the school. Thus, we ask you to read the following Agreement and to sign it as an indication of your acceptance of your obligations to the school community.

### **AGREEMENT**

1. We understand the school is a Catholic school under the jurisdiction of the Archdiocese of Los Angeles, We accept, therefore
  - a. that the pastor of the parish is the ex-officio chief administrative officer of the school who carries out Archdiocesan policies, and on points not covered by Archdiocesan policy, determines policies appropriate to the needs of the school
  - b. that the principal is responsible for the immediate direction and supervision of the school program.
  - c. that the pastor or principal have the right to amend policies during the school year as needed and that we agree to follow the policies and procedures as may be added or amended.

2. We understand that certain responsibilities require our continuous support if the school is to achieve its goals. We agree, therefore,
  - a. to participate at Mass, and to participate in parish activities so that our children may have a sense of
  - b. the importance of their faith commitment and community in their lives.
  - c. to participate in the religion program and related activities in order to make the teaching of religion a reality in the life(lives) of our child(ren).
  - d. to encourage our child(ren) to learn by providing the environment (space and time) suitable for home study.
  - e. to abide by all school and Archdiocesan policies and regulations, and to positively accept all disciplinary actions, including withdrawal of our child(ren), for non-compliance with these policies and regulations.
  - f. to communicate respectfully with all school personnel at all times, and to communicate to our child(ren) our support of the school personnel and policies.
  - g. to promptly complete and return all forms and records necessary to comply with school, Archdiocesan, and state regulations.
3. We understand that tuition and fees cover only a part of the total cost of providing education at St. Dominic Savio School. We agree, therefore
  - a. to make regular and prompt payment of tuition and fees.
  - b. to participate in or buyout of the supplemental tuition obligation.
  - c. to participate in the fundraising program.
  - d. to participate in school volunteer service as outlined on the *Service Hour Obligations Schedule*.

## ACCEPTANCE

Our family will read and agree to be bound by the principles, policies, and procedures contained in the *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 *Parent-Student Handbook* and this Agreement

**BOTH PARENTS MUST SIGN**

**X** \_\_\_\_\_  
 Father's Signature Print Name Date

**X** \_\_\_\_\_  
 Mother's Signature Print Name Date

Student Name/Grade	Student Name/Grade
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Student Name/Grade	Student Name/Grade
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Student Name/Grade	Student Name/Grade
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Please return this signed form promptly to the School Office.  
This form will be placed in the students' permanent files.

## APPENDIX XIV – BYOD: BRING YOUR OWN DEVICE PROGRAM

**10.3.6 - Bring Your Own Device (BYOD) Policy for Students**  
**Bring Your Own Device (BYOD) Policy for Students**

All parish elementary schools and parish and archdiocesan high schools are committed to assisting students in becoming responsible digital citizens. Schools can do so by giving students authentic experiences that build their skills in collaboration, creativity, communication, and critical thinking and that prepare them for their current and future educational experiences and careers. The Bring Your Own Device (BYOD) Policies are designed to meet this objective for students who bring or use their own electronic devices in school or as part of their student life.

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

**Responsibility for Personal Devices and Their Use**

- All students and their families are required to follow the Acceptable Use and Responsibility Policy for Electronic Communications (Archdiocesan AUP):

[Acceptable Use and Responsibility Policy for Electronic Communications](#)

Students are solely responsible for their own personal devices and are to permanently label devices with identifying information.

- The school assumes no financial responsibility for personal devices if they are lost, loaned, damaged, or stolen.
  - Personal devices are subject to investigation in accordance with the Archdiocesan AUP and the Archdiocesan Administrative Handbook (see School Searches).
  - Students are expected to keep their devices secure at all times and not loan them to others unless required to do so for an educational assignment.
  - Students are expected to protect their devices by bringing them to school in a case or cover to avoid damage.
- If a student uses a personal device or any of its functions in a manner that intentionally violates the school's policies or the Archdiocesan AUP, the student will be subject to consequences in accordance with the school's [Disciplinary Policies and Procedures](#)
    - Each school may develop its own additional BYOD guidelines to accommodate its individual situation, but all guidelines must be consistent with the policies in [Communications Policies](#) and [Students and Families](#)
- Parents/guardians must sign the [Bring Your Own Device Policy Acknowledgement Form](#) indicating their agreement with the school's BYOD Policy.



**APPENDIX XV - BINGO CONTRACT****ST. DOMINIC SAVIO SCHOOL BINGO CONTRACT****WHY SERVE AT BINGO?**

- Bingo promotes a sense of community between the church and school.
- Funds raised from bingo are used for necessary facility improvements. All students benefit from the funds earned from bingo.

**WHO SERVES AT BINGO? Mandatory as outlined below:**

- Families with an enrolled student must serve four Thursdays a month from June to May (assignments are posted on the bingo board and on SchoolSpeak). This fulfills your bingo requirement.

**ABOUT BINGO**

1. Bingo is held in the Parish Hall every Thursday night throughout the year. Only one parent needs to serve.
2. Parents are required to serve four Thursdays every school year.
3. Do not bring any children to Bingo. There is no supervision available and it is against the law to have minors present when we open at 5:00 PM.
4. Bingo is open for business from 5:00 PM to approximately 10:30 PM (closing.) Parents are to beat the Parish Hall ready to serve as follows:  
5:00PM – 9:30PM or 6:00PM – 10:30PM (Assignments are posted on the bingo board and on SchoolSpeak).
5. There will be a sign-in/out log. Parents are responsible for signing the sheet BOTH times and are expected to stay the entire night (4.5 hours.) If a parent arrives late or leaves early without a substitute to take his/her place, a \*non-compliance fee will be assessed. If you do not sign the log, you will not get credit for your service, AND you will be assessed a \*\$100 non-compliance fee. **NO EXCEPTIONS!**
6. A Bingo Assignment is posted on the Bingo Board located outside the Parish Hall. It is **YOUR RESPONSIBILITY** to make sure you see the schedule. All special arrangements for unique circumstances must be made with Mrs. Darlene Ricard before your first night of service. Please leave a message for her at 562-920-7796.

**OTHER**

7. Alcohol is prohibited at Bingo. This is against the law. If caught, church/school will be fined \$10,000 and our Bingo license will be revoked.

**\*NON-COMPLIANCE FEE**

8. A \$100 non-compliance fee will be assessed for every night in which you or your substitute: are not present -OR- fail to sign in/out -OR- arrives late/leaves early. There are NO MAKE UPS and NO EXCEPTIONS!

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**I have received, read and understand the *Bingo Volunteer Contract*, and I agree to comply with the responsibilities outlined.**

Signed X \_\_\_\_\_ Date \_\_\_\_\_

Signed X \_\_\_\_\_ Date \_\_\_\_\_

## **APPENDIX XVI – PARENT VOLUNTEER**

### **5.6.3 Volunteers**

Use discretion in determining tasks assigned to volunteers. Ask volunteers to sign the [Volunteer Agreement](#) before they do any work. All volunteers must receive [Safe Environment Training](#) and those who come into regular contact with minors must be fingerprinted and background checked: [Fingerprinting Background Checks](#). Information about a volunteer's eligibility to serve at a location may be available on the Volunteer/Personnel Information Network.

## **APPENDIX XVII – PARENT/GUARDIAN'S PERMISSION FOR ACCESS TO THE INTERNET**

[Parental Permission for Access to the Internet](#)

## **APPENDIX XVIII – PARENT/GUARDIAN RELEASE FOR STUDENT OR MINOR (NONCOMMERCIAL)**

[Parent/Guardian Release for Student or Minor NonCommercial](#)

## **APPENDIX XIX –PROCEDURAL SAFEGUARDS FOR STUDENTS WITH DISABILITIES AND THEIR PARENTS OR GUARDIANS**

[Procedural Safeguards for Students with Disabilities](#) [Procedural Safeguards for Students with Disabilities and Their Parents](#)