2026 - 2027 Parent/Student Handbook

Nurturing the Mind, Body and Spirit

Santa Rosa de Lima Catholic School
1316 Griffith Street
San Fernando, CA 91340
T: (818) 643-7680
www.srdlcs.com

Santa Rosa de Lima Parish: (818) 361-4617

This Parent Student Handbook is for use by Santa Rosa de Lima Catholic 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 Santa Rosa de Lima Catholic 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/

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A. General Information

1. Mission Statement and Philosophy

Mission: Santa Rosa de Lima Catholic School strongly believes that each child is a gift from God who deserves the right to a quality education. Here, at Santa Rosa de Lima, we are dedicated to providing our students with a spiritually rich and nurturing environment where teachers, staff, parents, and parish prepare students to make a difference in the world.

Philosophy: In fulfillment of the Church's mission of Catholic education and in response to parental need, Santa Rosa de Lima exists to bring Jesus and the Gospel message into the formal educational experience of its students.

- We strive to have our students follow the call of Jesus Christ by centering our teaching around faith, life and learning; providing opportunities for service and worship.
- We strive to embody the spirit of Santa Rosa de Lima, living as disciples of Christ.
- We strive to build a school community which responds to the dignity and worth of each member.

2. Schoolwide Learning Expectations

Santa Rosa de Lima Students are:

1. **Welcoming -** We are stewards of creation who respond to the needs of each other, the community, and the world.
2. **Academic -** We are motivated learners who work towards personal growth and apply our skills to real life situations.
3. **Responsible -** We are accountable for working together, demonstrating leadership qualities, and making good moral judgments.
4. **Respectful -** We are committed to treating others with love and dignity because we understand that our actions affect others.
5. **Innovative -** We are creative thinkers who exhibit curiosity, enthusiasm, and take initiative to solve problems.

6. **Optimistic -** We are thoughtful students who show love for our education, school, community, and family.
7. **Religious -** We are followers of Christ who live the Gospel's message and participate in our communities through prayer, worship, sacraments, and service projects.
8. **Self-Aware -** We are spiritually, mentally, and physically well-rounded individual who maintain a positive balance between school and personal time.

3. History of the School

Santa Rosa de Lima Catholic School is a Roman Catholic School in the Franciscan Tradition.

Father Raymond Knopp, a priest with the Missionary Oblate of Mary Immaculate, opened Santa Rosa de Lima Catholic School in 1955. The Franciscan Sisters of the Immaculate Conception conducted classes until 2010. The school has been under the leadership of lay employees since then.

Today Santa Rosa de Lima Catholic School is a transitional kindergarten through eighth grade school that strives to educate all students in accordance with the Gospel. SRDLCS believes preparation for the 21st century is paramount for the success of the students and is dedicated to providing students with a spiritually rich and nurturing environment. SRDLCS strongly believes that each child is a gift from God who deserves the right to a quality education. SRDLCS offers faith-based, rigorous education aligned to Archdiocesan and California State Standards in a Catholic school environment.

The school is named after Santa Rosa de Lima, a saint of the 17th century.

St. Rose of Lima, Spanish Santa Rosa de Lima, was born in Lima Peru. Her original name was Isabel Flores de Olivia; however, her beauty was so great that her nickname became "Rose." She was canonized in 1671 and her feast day is celebrated on August 23. Santa Rosa de Lima was the first person born in the Americas to be canonized by the Roman Catholic Church. https://www.catholic.org/saints/saint.php?saint_id=446

Below are quotes from Santa Rosa de Lima. Her expressions help us understand a little more of who she was, help us fuel our faith, and calls us to action.
https://www.azquotes.com/author/21545-Rose_of_Lima

- "When we serve the poor and the sick we serve Jesus. We must not fail to help our neighbors, because in them we serve Jesus."
- "Apart from the cross, there is no other ladder by which we may get to heaven."
- "Without the burden of afflictions, it is impossible to reach the height of Grace. The gift of Grace increases as the struggle increases."

4. Accreditation

Santa Rosa de Lima was awarded a six-year accreditation in 2024 by the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC).

5. Code of Christian Conduct

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.

6. School Schedule and Calendar

SCHOOL SCHEDULE

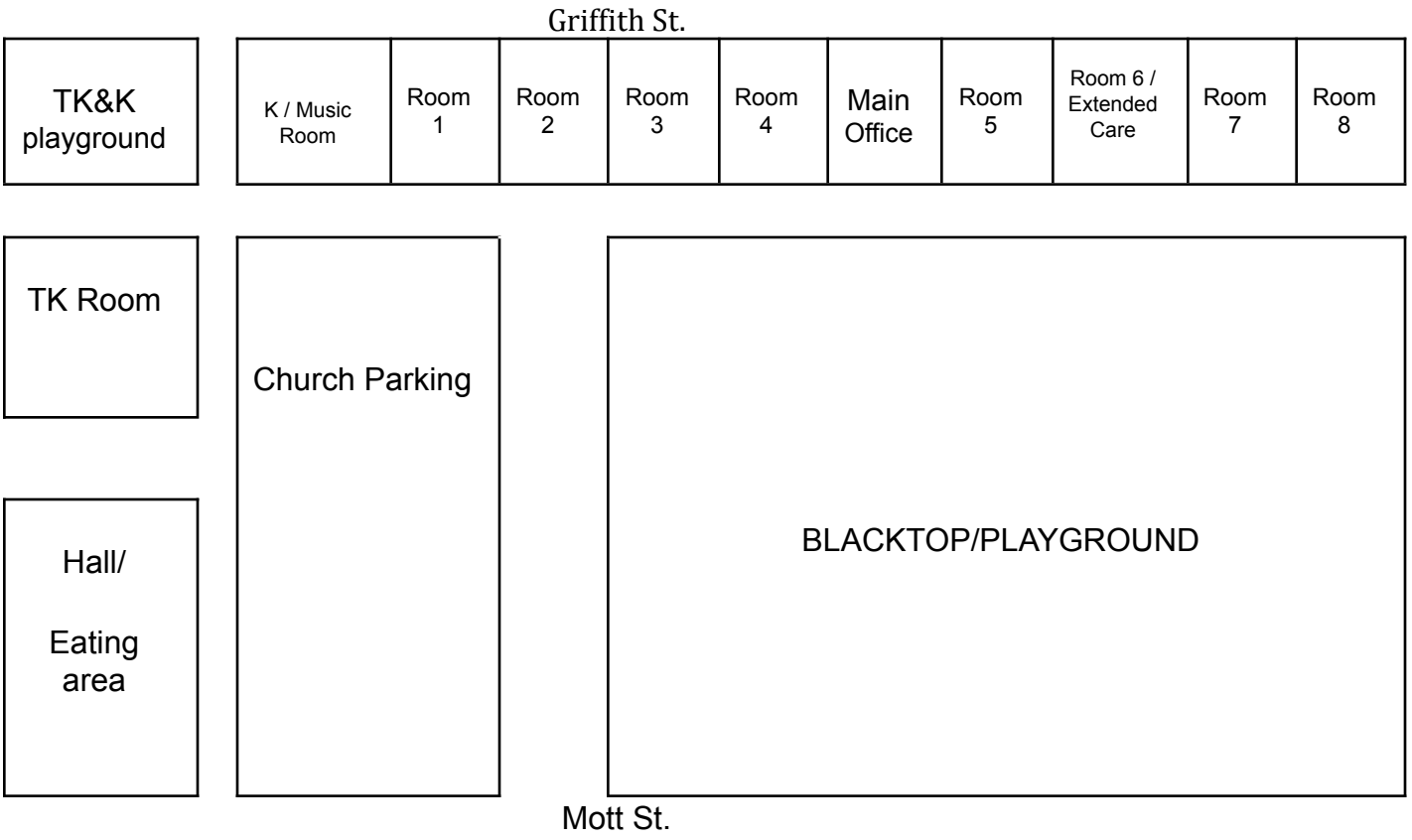
Each teacher is able to provide a parent with a copy of their grade level schedule upon request. ****Mass once a week (Please review the school online calendar and/or weekly newsletter for possible changes.)****

CALENDAR

Information about school events can be found on Santa Rosa de Lima's web page at www.srdlcs.com . The school calendar can also be found there.

7. School Map, Mascot, etc.

Mascot: Warrior



8. Zero Tolerance Policy

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

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

• May not have any paid or volunteer assignment in any ministry in the archdiocese

• May not volunteer in any non-ministerial activity or event

9. Safe Environment Training for Children and Youth

Each elementary school, high school, religious education program, confirmation program, and youth ministry program must offer an annual VIRTUS® Touching Safety Program for Children. Each location must provide home-based materials to all parents/guardians to help them understand and support their children's education regarding child sexual abuse prevention.

All junior high and high school students should recognize that while they are engaged in service or activities that involve children or youth, they are role models who are called to treat each child or youth with respect and care.

Student workers and volunteers:

• Are required to observe all rules and regulations established by their school and by the school or agency they are serving

• May not associate with or be present with children or youth or be party to activities that violate civil law and/or school rules

• Should exercise caution in all interactions with children, including verbal, written, and electronic communications

• Games or sports with children should be engaged in only in the presence of adults, or in a place openly accessible and visible to adults

• Should keep the door open or be visible through door windows while in a room with children or youth

• Should not discuss topics or use vocabulary with children or youth that could not be comfortably used in the presence of parents/guardians or the school principal

• Should never give gifts or mementos to individual children or youth unless this is authorized by the principal

• Must respect the physical boundaries of children and youth; children and youth must never be touched punitively, nor should they be touched in any way that could be construed as inappropriately affectionate

All staff and volunteers including all coaches must comply with the safe environment and fingerprinting requirements listed in this chapter. The following is a checklist for all clergy and for individuals who have a supervisory or leadership responsibility at a location.

Non-clergy staff and volunteers who are going to exercise ministry outside the Archdiocese of Los Angeles are required to request a Letter of Good Standing that will be sent to the chancery of the (arch)diocese where ministry will be exercised. A copy of the letter may also be sent to the parish(es) the non-clergy staff member or volunteer will visit. See the Guidelines for Requesting a Letter of Good Standing for Non-Clergy.

10. Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events

ARCHDIOCESE OF LOS ANGELES
GUIDELINES FOR ADULTS INTERACTING WITH MINORS AT PARISH OR PARISH SCHOOL ACTIVITIES OR EVENTS

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

• Clergy/staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent.

• If clergy/staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.

• Clergy/staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.

• Clergy/staff members/faculty/volunteers must avoid assuming the role of a "father or mother figure," which may create an excessive emotional attachment for all parties.

• Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a clergy/staff member/faculty/volunteer and a minor are inappropriate and unethical.

Dating or sexual relationships between a clergy/staff member/faculty/volunteer and a minor are unlawful.

• Communications with minors (e.g., notes, letters, email and Internet exchanges, telephone calls) must be for professional reasons only.

• Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.

• Clergy/staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the clergy/staff member/faculty/volunteer has an obligation to notify the proper authorities.

• When clergy/staff members/faculty/volunteers are supervising minors or young adults at parish or parish school sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.

• When a clergy/staff member/faculty/volunteer is alone in a room with a minor, the door must be open, or there must be clear visibility through windows.

• Clergy/staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.

• Clergy/staff members/faculty/volunteers planning parish/school events in their homes with minors must have the permission of the parish/school administration. In addition, clergy/staff members/faculty/volunteers may not have any minors in their homes without the knowledge of the minor's parent or guardian.

• Clergy/staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.

• Parent/guardian written permission is required for the publication of a picture of a minor.

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

http://www.la-archdiocese.org/org/protecting/safeguard/Documents/2-0%20Adults%20Interacting%20with%20Minors%20%206-2010%20[EN].pdf

11. Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth

Every year, the Archdiocese of Los Angeles Boundary Guidelines and Code of Conduct for Middle and High School Youth Working or Volunteering with Children or Youth (English version and Spanish version) must be distributed to, reviewed by, and signed by all youth volunteers (junior high and high school students, including students who are already 18 years old) who work or volunteer with children or youth. The location must provide annual training on these boundary guidelines. The form's signed acknowledgment of receipt must be on file at the parish or school (see "Safe Environment Training Documents" in the Record Retention Schedule, sorted by category and record type).

12. Dress/Uniform Code

Uniforms must be purchased from Michael's Uniforms Plus at 1107 San Fernando Road, San Fernando, CA 91340. Phone: (818) 361-2055.

We require students to observe certain regulations concerning dress, hair styles, and cleanliness. **Parents are expected to cooperate in this matter.**

• **GIRLS** No excessive jewelry, chains or exaggerated and or bizarre make-up. Wallet chains of any kind are not allowed. One stud earring per ear is permitted. Earrings in the same manner of style as gauges, expanders, or spikes are not permitted. The ear is the only part of the body that may be pierced.

• **BOYS** must have a neat haircut, off their face, and combed at all times. No facial hair. No excessive jewelry or chains. Wallet chains of any kind are not allowed. No piercings allowed.

All clothes must be clean and of proper size, length, fit and color from Michael's Uniforms Plus store. We encourage all shirts and/or blouses to be tucked into skirts, shorts, or pants at all times.

While tennis shoes are preferred on a daily basis, and required on P.E. days, shoes must be flat (no heels), closed-toe, nonslip, and have shoe laces or straps. Shoes for TK and Kindergarten may have Velcro straps. Black, white, maroon, or gray shoes are preferred. No bright neon color shoes allowed. No shoes may have lights on them. **On mass days we expect students to wear formal flat dress shoes, preferably in black.

All uniforms, sweatshirts, jackets, lunchboxes, etc. should be marked with the student's full name. Lost articles will be kept in the Lost & Found located in the office for one month.

All students may wear uniform cardinal cardigan sweaters or SRDLCS sweatshirts/jackets as part of their uniform. Any other outerwear will not be permitted.

Parents and students are expected to cooperate with the uniform code. Issues relating to dress or appearance of students that are not specifically mentioned in the parent/student handbook, but are inconsistent with the school's regulations, may be deemed unacceptable at the discretion of the principal.

NEW students to the school will be given a warning if they do not follow uniform guidelines.

ALL Parents' support is expected and appreciated.

Not permissible for any Students:

• Extreme hairstyles (including shaved, spiked, tails, any fads, coloring, color weaving/ highlights, Mohawk, etc.)
• Exaggerate jewelry: too big in size, too many, etc. – (*including bracelets)*
• Piercings other than girl's ears, one set
• Bandanas or sweat bands
• Baseball caps or hats inside the classroom (permitted during recess/lunch on hot days)
• Tattoos

Students who disregard these rules or who come to school without proper attention to personal cleanliness may be sent home and may receive an appropriate consequence.

UNIFORMS

Students are required to be in **COMPLETE UNIFORM** *the first day and each day of school- during on campus instruction.*
• Uniforms are available from Michael's Uniform Plus
• Uniforms must fit properly to the size of the child; over sizing is not acceptable.
• Pants must not ride low.
• Shirts must be appropriate length *(no skin showing when raising arms; cannot be longer than pants/short pockets).*

SPECIFIC UNIFORM

Girls:
• Plaid jumper (TK-4th), plaid uniform skirt or skort and charcoal shorts (all must be longer than the hand when resting the hand on the side of body) or pants or shorts

• Cardinal or white SRDLCS logo polo shirt or white collared blouse (from Michael's Uniforms Plus)
• Solid and matching white, black, gray or cardinal crew or knee-high socks
• Solid white, black, gray, or cardinal tights/leggings
• Solid and matching white, black, gray, cardinal crew socks (with no or small logos ONLY)

Boys:
• Charcoal shorts or long pants
• Cardinal or white SRDLCS logo polo shirts (from Michael's Uniforms Plus)
• Solid and matching white, black, gray, cardinal crew socks (with no or small logos ONLY)

P.E. UNIFORM (Boys & Girls)

All students must wear the school uniform on P.E. days (unless it is a Mass day)

• Gray SRDLCS shirt with school logo (from Michael's Uniform Plus) or school Spirit Shirt

• Cardinal P.E. shorts with school logo (from Michael's Uniform Plus – or - **UNIFORM** gray sweatpants with the school logo (from Michael's Uniform Plus); *Allowed on P.E days only*

• On Mass days, the students should wear their Mass uniform

• Athletic-type (running/tennis) shoe must be used during P.E. time

MASS DAYS

• **BOYS** - SRDLCS white collared shirt with logo (from Michael's Uniforms Plus) black tie (zipper, clip on, or tie on) and cardigan, sweater or sweater vest with logo (from Michael's Uniform Plus). Shoes should be church appropriate. Uniform pants (No shorts); ***Shirt tucked in; Black belt highly recommended***.

• **GIRLS** – SRDLCS white collared shirt with logo (from Michael's Uniforms Plus) plaid tie (zipper, clip on, or tie on), with plaid jumper (Tk-4th), plaid uniform skirt/skort (3^{rd}-8^{th}), uniform pants and cardigan sweater or sweater vest. Shoes should be church appropriate (no heels).

FREE DRESS

On designated days, students must wear modest, appropriate styles.

• No low cut, midriff, see through, tight clothing
• Closed shoes must be worn
• Girls must wear socks or tights; leggings may be worn under dress or skirt
• No mini-skirts for girls; no shorter than 2" above the knee
• No baggy, low-riding pants for boys
• Shorts must be Bermuda length (knee length).
• No T-shirts with offensive or inappropriate words or images
• No ripped jeans/pants

THE FOLLOWING ARE CONSIDERED INAPPROPRIATE:
• Tank tops
• Oversized/baggy clothes
• Cutoffs
• Tube tops
• Thin straps
• Ripped jeans/pants
• Anything deemed inappropriate by the school administration

Any student who does not comply with the regulations will be charged a $5 uniform infraction fee on Smart Tuition / Blackbaud per uniform infraction (example: shoes / jacket / shirt, etc.).

Shirts/tops must have collars or appropriate necklines (spaghetti straps, cropped tops, low- cut tops, or exposed midriffs are not acceptable) as well as non-offensive logos. Jeans may be worn, however ripped jeans are unacceptable, and dresses/skirts/shorts must be no more than two inches above the knee.

13. Relationship of School to Parish

Santa Rosa de Lima Catholic School is a parochial school, part of the Santa Rosa de Lima Catholic Church. It serves students in grades TK-8 and is part of the Archdiocese of Los Angeles Department of Catholic Schools (ADLA).

14. School Governance

The focus for efforts and attention in the Department of Catholic Schools at the elementary school level starts with the Vision Statement: leaders establish a collaborative, ongoing culture of growth to ensure vibrant Catholic schools for future generations. The three foundational areas of faith, excellence, and stewardship also have Vision Statements that provide direction for goal-setting, planning, and evaluation of the elementary schools. These foundational areas support growth and innovation in all curricular and extracurricular school programs.

Faith: Administration and faculty are engaged in ongoing faith formation and extend that formation to every student so that they value and live the Catholic faith.

Excellence: Administration and faculty exhibit professional competency and engage in ongoing professional growth so that every student masters all essential standards for every grade.

Stewardship: Administration communicates the mission, exhibits financial competency, and ensures present and future sustainability of the school.

a. Parent-Teacher Advisory Association (PTAA)

Parent advisories in elementary schools are important: they promote parent/guardian support for the school program, increase mutual understanding between the school and parents/guardians, build a sense of school community, and assist in the financial support of the school. The Department of Catholic Schools encourages the formation of parent (or parent-teacher) advisories that follow the current archdiocesan policies.

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

Financial operation of a parent or parent/parish committee shall be governed by the regulations for financial operations as found in the parent /parish committee bylaws.

General

Parent organizations:

- Are advisory in nature
- Have no legal status apart from the school and therefore may not be separately incorporated

• Function in accordance with a written constitution and bylaws that comply with all current provisions of archdiocesan policy that govern the structure and operation of such an organization
• Are subject to all Department of Catholic Schools regulations and policies

15. Parent/Student Complaint Review Process

Concern for the dignity and rights of each person is intrinsic to the Church's mission as a true witness to the spirit of the Gospel.

Conflicts may occur among students, parents/guardians, and school staff, and all parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the complaint review process for additional assistance. All those participating in the complaint review process are responsible for striving toward reconciliation and acting in good faith. Legal representation is not permitted at any meeting or mediation of the complaint review process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form. The complaint review process must be included in the parent/student handbook.

Addressing Complaints at the Local Level: Schools

The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the people who are directly involved at the school.

If the complaint is not resolved, the person bringing the complaint should discuss it with the principal (or the pastor, if the principal is the subject of the complaint).

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

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

Escalating Complaints to the Central Level: Department of Catholic Schools

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

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

However, if the parties cannot reach an agreement, the assistant superintendent will apply the policies and/or regulations of the archdiocese and school to make a final and binding determination, and then communicate that determination in writing to all parties.

B. Catholic Identity

16. Faith Formation (Mass, Prayer, Other Liturgies)

Faith Formation for Elementary School-Age Children
Philosophy

Through forming a personal relationship with Jesus Christ, elementary school-age children build a strong foundation for lifelong discipleship.

It is essential that parish and school programs for elementary school-age children create a nurturing community for households to grow in faith, providing opportunities for conversion and formation not only for the child but for the entire household.

As children mature, ongoing catechesis is needed to help them observe, explore, interpret, and judge their experiences; ascribe Christian meaning to their lives; and act according to the norms of faith and love. The truths of our faith should be presented at every age to allow for an ever-deepening understanding and growth in lived faith.

Experiential learning includes recognition that the entire faith community is an important part of children's experiences: households, parishes, schools, and the faith community all have essential roles in the catechesis of the young.

17. Sacraments (First Reconciliation, First Communion)

Sacramental Preparation for Reconciliation and the Eucharist

Sacramental preparation for baptized children assumes that the children have begun a journey of discipleship: coming to know, believe, and become the person of Jesus in the world. This relationship is strengthened by celebrating God's mercy and forgiveness and the gift of Jesus in the Eucharist.

With a strong belief in lifelong faith formation, a minimum of two consecutive years of catechetical formation is required for the reception of the sacraments of reconciliation and the Eucharist. Although the sacraments of reconciliation and the Eucharist usually occur during elementary school faith formation, readiness, not chronological age or school grade, will determine a child's preparedness to encounter Christ in a sacramental celebration. This decision of readiness rests with the parents/guardians and the child in dialogue with the catechist, the parish priest, and the catechetical leadership of the parish. This process affirms the fact that the child celebrating the sacraments is involved communally as well as individually.

Parents/guardians have a right and duty to be intimately involved in the preparation of their children for the sacraments. It is the role of the parish and the school to help parents/guardians grow in their understanding and appreciation of the sacraments in order to be able to participate readily in catechizing their children. The Church must affirm the role of parents/guardians as primary religious educators and include the whole parish and school community in the initiation of members into the fullness of the Catholic tradition. The Church must meet people where they are and provide opportunities for conversation and conversion and thus make connections between life and faith. All sacraments are parish-centered celebrations.

Preparation Specific to the Sacrament of Reconciliation

Christ's healing and reconciling ministry is carried on in the church. God's unconditional love and mercy is offered through the sacrament of reconciliation. By the sacrament of reconciliation, the faithful express the desire to be at peace with God and with their brothers and sisters. "Catechesis for the Sacrament of Reconciliation is to precede First Communion and must be kept distinct by a clear and unhurried separation" (National Directory for Catechesis, 36.B.2).

Catechesis for the first reception of the sacrament of reconciliation should help children to:

- Acknowledge God's unconditional love and mercy
- Turn to Christ and the Church for sacramental forgiveness and reconciliation at any time on their faith journey
- Recognize the presence of good and evil in the world, recognize their personal capacity for both, and develop skill for the discernment of good moral choices
- Recognize their need for forgiveness, not only from parents/guardians and others close to them, but from God
- Explore the meaning of the symbols, gestures, prayers, and scriptures of the sacrament of reconciliation

• Understand how to celebrate the sacrament of reconciliation

"Parents and the parish catechetical leader, together with the pastor, are responsible for determining when children are ready to receive First Penance and Reconciliation. Readiness for reception of this sacrament includes knowledge of the person of Jesus and the Gospel message of forgiveness, knowledge of sin and its effect, and understanding and experience of sorrow, forgiveness and conversion.... Parents should be involved in the preparation of their children for this sacrament so that they can affirm and reinforce frequent participation in the sacraments. They orient the child toward God and encourage continual growth in the understanding of God's mercy and love.... Since conversion is a lifelong process, catechesis for the Sacrament of Penance and Reconciliation is ongoing. Children have a right to a fuller catechesis each year" (National Directory for Catechesis, 36.B.2).

Preparation Specific to the Sacrament of Eucharist

"Since the Eucharist is the source and summit of Christian life, catechesis for the Eucharist recognizes it as the heart of Christian life for the whole church" (National Directory for Catechesis, 36).

Catechesis in preparation for the first reception of the Eucharist should:

• Teach that the Eucharist is the living memorial of Christ's sacrifice for the salvation of all and the commemoration of his last meal with his disciples

• Teach not only the truths of faith regarding the Eucharist but also how from First Communion on, they as full members of Christ's body can take part actively with the people of God in the Eucharist, sharing in the Lord's table and the community of their brothers and sisters

• Ensure that the baptized have been prepared, according to their capacity for the sacrament of penance prior to their First Communion

• Develop in children an understanding of the Father's love, their participation in the sacrifice of Christ, and the gift of the Holy Spirit

• Teach that essential signs of the Eucharistic sacrament are bread and wine, on which the power of the Holy Spirit is invoked and over which the priest pronounces the words of consecration spoken first by Jesus during the Last Supper

• Teach that the Holy Eucharist is the real body and blood of Christ and that what appears to be bread and wine are actually his living body

• Teach the difference between the Eucharist and ordinary bread

• Teach the meaning of reception of the Holy Eucharist under both species of bread and wine

• Help children to participate actively and consciously in the Mass

• Help children to receive Christ's body and blood in an informed and reverent manner

As with the sacrament of reconciliation, parents/guardians and the parish catechetical leader, together with the pastor, are responsible for determining when children have attained the age of reason and are ready to receive First Communion. "Parents have the right and duty to be involved in preparing their children for First Communion. The catechesis offered should help parents grow in their own understanding and appreciation of the Eucharist and enable them to catechize their children more effectively" (National Directory for Catechesis, 36).

Children need to be prepared for First Communion with an understanding that they will eat and drink the body and blood of Christ under the forms of bread and wine.

18. Religion Curriculum

Canonical Authority of the Diocesan Bishop

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

Textbooks, Teaching Materials, Resources, and Content of Instruction

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

All religion textbooks are to have the approval of the U.S. Conference of Catholic Bishop's Ad Hoc Committee to Oversee the Use of the Catechism. Other materials and resources used by teachers are to meet the same standards as textbooks with regard to sound doctrine and appropriateness for students.

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

The U.S. Conference of Catholic Bishops' Doctrinal Elements of a Curriculum Framework for the Development of Catechetical Materials for Young People of High School Age guides the written course outlines that must be developed and followed for each high school course. Course outlines are to be framework-based and not textbook-based.

Please see the foundational catechetical documents.

Western Catholic Educational Association Catholic Identity Standards

All schools, whether archdiocesan, parish, or those owned and operated by religious orders, institutes, or governing boards, are required to meet the following Catholic identity standards from the accrediting agency for archdiocesan elementary schools, the Western Catholic Educational Association (Improving Student Learning, 2012 ed., p. 41; Ensuring Educational Excellence, 20 14 ed., p. 10 [click on 1-WCEA E3 2014 Protocol.pdf]):

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

Elementary School Curriculum

Implementing these standards and evaluating and setting goals is a yearly task of the elementary school in a manner that is consistent with the curriculum standards set by the Department of Catholic Schools. Curriculum components include:
• The Profession of Faith

• The Celebration of the Christian Mystery/The Seven Sacraments of the Church
• Life in Christ; Man's/Woman's Vocation: Life in the Spirit
• Christian Prayer; Prayer in the Christian Life

These components are based on the four pillars of the Catechism of the Catholic Church.

19. Christian Service

Value of Recognizing Christian Service

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

One of the tenets of Christ's message is to serve others. All students participate in school wide projects throughout the year headed by the Student Council as well as individual class service projects.

Students in Grades 6-8 are encouraged to fulfill community service as part of their religious training here at Santa Rosa de Lima Catholic School.

Any questions regarding service are to be directed to the homeroom teacher.

Santa Rosa de Lima middle school students are encouraged to complete Christian service annually. This commitment comes as part of a students' commitment to faith and schoolwide learning expectations.

Through the Christian service program, students at middle school levels give service beyond the school setting in ways that further their faith, engender hope, and witness love. Christian service programs should foster an understanding of the essential connection between the Eucharist and Christian service.

C. Admission and Attendance

20. School Student Non- Discrimination Policy

The Internal Revenue Service requires non-public schools to maintain a School Student Non-Discrimination Policy so those schools are recognized as tax exempt.

Archdiocesan schools must demonstrate this policy by annually publishing the School Student Non- Discrimination Policy.

For parish schools, the pastor should publish the School Student Non-Discrimination Policy in the parish bulletin. The school should retain a copy of this parish bulletin in

the school file. The statement of non- discrimination also should be published each year in the staff handbook, parent/student handbook, and admissions materials. All schools should submit documentation of the published policy to the Department of Catholic Schools.

SCHOOL STUDENT NON-DISCRIMINATION POLICY

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

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

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

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

This Catholic Elementary School publishes the above policy in the staff and parent/student handbooks, public relations/recruitment brochures and in other publications such as the parish bulletin and school newspaper. The school also publishes applicable grievance procedures in the staff and parent/student handbooks.

21. Inclusion Process/STEP

Santa Rosa de Lima Catholic School strives to serve children with varied learning needs so they may be successful in all aspects of school life. All educators in Archdiocesan schools follow “Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP).” The STEP team is a school support team that includes the parents/guardians, the classroom and/or homeroom teacher, the school administrator and/or the STEP team coordinators, other school personnel, and the student, when appropriate. The goal of the team is to gather information and work together to support the student’s educational needs in the classroom. The STEP team reviews report cards, standardized test scores, cumulative records, work samples, discipline records, and other data. The team will use the data to create an individualized action plan to identify

your child's strengths and areas of concern, implement support strategies, identify responsible persons, and schedule timelines for progress.

The Support Team Education Plan (STEP) is a collaborative process that brings together students, parents/students, teachers, and administrators to seek positive solutions based on a student's strengths and special needs to help that student benefit from his or her education and to facilitate participation in the Catholic school curriculum. See the Support Team Education Plan (STEP) flowchart.

Every school shall appoint a Support Team Education Plan administrator, who is the principal or principal's designee or the STEP coordinator ("administrator").

22. Admissions Policy

Elementary School

The following admission guidelines apply:

• Each school should establish procedures for admission and enrollment.

• Preferences shall be given to active members of the parish.

• Under archdiocesan guidelines for financial considerations, the optimum number of students per classroom is 35.

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

• The recommended age for kindergarten students is five years of age on or before September 1.

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

• All students must comply with current California immunization and health requirements prior to enrollment.

• The parish school will strive to provide an accessible Catholic education to as many students as possible, both with its educational programs and financial considerations; however, the school may have insufficient resources to meet the educational and financial needs of all students.

• The pastor and principal will review students' continued eligibility for enrollment in the parish school.

23. Absence, Tardiness, & Truancy

ABSENCES, TARDIES AND TRUANCY

• When a student is absent from school, a parent should call or e-mail the office by 9am.

• If the office does not receive a call by 9am, a parent will be contacted.
• *This policy is for the protection of Santa Rosa de Lima students.*
• An absence excuse note must be signed by a parent and given/emailed to the student's teacher upon the student's return.
• Should absence for any reason other than illness or a family emergency seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year; parents are encouraged to schedule trips and family outings during these times so as to eliminate the need to interrupt a child's learning process.

Missed assignments are the student's responsibility.
• Teachers are not required to give make-up tests or assignments for absences due to vacations.
• Assignments and tests do not need to be given in anticipation of vacations.
• Arrangements for regular class work and tests missed due to excused absences are to be made with the individual teachers. Tests must be made up within one week of the original test date.

All long-term assignments and projects must be turned in the morning; they are due even if the student is absent. Failure to do so will greatly reduce the student's grade.

The SRDLCS Tardy Policy has been developed to emphasize the importance of each student arriving on time to school every day. In our school, instructional time is viewed as a precious resource. Consequently, we view chronic tardiness as a serious problem.

If a student becomes ill or is injured during the school day, the parent will be notified. If the parent cannot be reached, the emergency contacts listed on the family's emergency form will be called. If the school personnel suspects that the illness or injury needs immediate medical attention, the paramedics will be called.

All families are required to have accurate emergency information on Gradelink, and parent signature on file in the school office, and to keep it updated if the information changes.

a. Absence

Principals and teachers are responsible for checking the regular attendance of all students. Every absence must be recorded on an attendance register (hard copy or electronic). All attendance policies should be clearly defined in the parent/student handbook.

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

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

Schools may establish a policy for determining what constitutes excused and unexcused absences. Excessive unexcused absences may result in the loss of academic credit. If parents/guardians wish to temporarily take their child out of school for family reasons, the principal and teacher should discuss with the parents/guardians the possible effects of such an absence. It is advisable that the school keep on file a record of the recommendation made to the parents/guardians.

b. Leaving School Early

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

c. Tardiness

A student is tardy if he or she arrives after the time fixed by school policy for the beginning of the morning or afternoon session. If the student comes after the designated time, 8am, he or she is marked tardy.

d. Truancy

A student is considered truant when he or she is absent from school without a valid excuse for three full days in one school year or is tardy or absent for more than any 30-minute period during the school day on three occasions in one school year, or any combination thereof. The school shall report the student to the local public-school district's attendance office or its superintendent.

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

If a student has been reported once as a truant and then is absent again for one or more days without a valid excuse or tardy on one or more days without a valid excuse,

the school should again report the student as truant to the local public-school district's attendance office or its superintendent. A student who has been reported as truant three or more times is considered a habitual truant and is subject to dismissal. If a student has been absent without excuse, and it is impossible to contact the parents/guardians within 24 hours and after repeated attempts, the school should notify the attendance office of the local public-school district, the local police department, Child Protective Services, or all of those agencies.

e. Work Permits

Under California law and other relevant laws, a minor student may not work without a work permit issued by the appropriate authority. To obtain a work permit, certain information is required from the student's school. Information regarding work permits and how to apply is available from the California Department of Education.

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.

24. Communication Procedures

Communication is an integral part of the parent/school connection. Parents are encouraged to participate in their children’s education. All parents are required to access Gradelink consistently and frequently. Parents should set up e-mail alerts for themselves. Teachers update grades weekly. We encourage communication with faculty and administration. In order to resolve questions regarding grading, behavior, classroom procedures, parents are to:

1. Contact the teacher FIRST.
2. If the situation is not resolved, parents should contact the principal.

a. Parent Teacher Conferences

Formal Parent/Teacher conferences are held at the end of the first trimester and second trimester, each family is highly encouraged to attend. Additional conferences

may be initiated by either the parent or the teacher. These conferences provide an opportunity to get acquainted and maintain friendly relations between home and school. These conferences also provide an opportunity to discuss the child's academic achievement, potential, social behavior and cooperation with school rules.

If interested in an appointment with the teacher, please contact the school office or e-mail the teacher. Parents should not engage teachers in a conversation when they are supervising students during the day or after school. The safety of the students needs to be the main concern of the teacher at that time.

b. Parent Messages and Phone Calls

During the year, conferences are strongly encouraged and may be initiated by either administration, parent or teacher. To arrange a conference, please e-mail the teacher or call the office and leave a message for the teacher.

c. School Information and Forms

The principal/office staff will regularly e- mail parents with updates and current announcements using Gradelink. If a parent does not have computer access to School Speak, please inform the school office so other arrangements can be made.

d. Gradelink

The teachers will maintain an updated and consistent presence on Gradelink. Parents should check Gradelink regularly for class announcements and grades. Parents may check Gradelink Service hours and fundraising will be tracked using Gradelink.

e. E-mails

Teachers may email parents to request a conference, to update the parents on an upcoming project or activity or for specific requests; such as, to ask for drivers for a field trip. Parents may email teachers to request a conference, for a clarification of a teacher's email or to respond to a request from the teacher. Students' progress and behavior should not be discussed through email. All appropriate e- mails should be answered within two school days by teachers and school staff. Only a teacher's school email address may be used.

f. School Website

The website of Santa Rosa de Lima Catholic School is www.srdlcs.com. Vital information is on the webpage for parents to read. Please also check the webpage for monthly calendars, and for any upcoming events.

g. Social Media

Parents may only place pictures of their own child(ren) on any social media sites. These sites include but are not limited to Facebook, Twitter, or Instagram.

h. Non-Custodial Parent

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school office. The school will not be held responsible for failing to honor arrangements that have not been made known in writing.

25. Closed Campus

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

For safety reasons, we maintain a closed campus during school hours. Anyone who has business in the school should **enter the school office from Griffith Street**. **No parent is allowed to enter the school during school hours from Mott Street or S. Kalisher Street. Please do not interrupt classes.** Errands and messages are to be left in the office. All visitors must sign in and sign out in the office and wear the Visitor's Pass while on campus.

26. Safety and Security Procedures

State and federal laws require employers, schools, and places of public assembly to provide an environment that is healthy and safe for all. The archdiocese is committed to ensuring that all staff, parishioners, students, and guests can work, worship, learn, and visit without encountering known health hazards or dangerous conditions. As ministers and the faithful, every clergy member, employee, and volunteer in our parishes and schools shall place the safety and welfare of the young and vulnerable above their own safety. Due to the multifaceted services the archdiocese offers in different locations, and in deference to the canonical principle of subsidiarity, as a matter of archdiocesan policy each location is separately responsible for providing a safe, secure, and healthy environment for all.

Each location must follow the programs, policies, and procedures of the archdiocese as distributed or posted by the archdiocese. Everyone at each location is responsible for maintaining overall environmental health and safety. However, certain persons are charged with specific responsibilities in this regard:

• The person in charge at every location must, in consultation and collaboration with others, develop and implement emergency programs and plans, risk management procedures, and injury and illness prevention programs.
• Staff members should be trained to observe their surroundings and inform the person in charge of potential hazards, dangerous conditions, and people who may need attention.
• Students and other participants in school and parish programs should be taught the elements of safe conduct and environmental awareness.

The following are general policies and procedures regarding health and safety. This chapter includes links to resources that are available from entities charged generally with the health and safety of the population. The links and resources will be expanded and updated as additional and supplemental materials are developed or identified by the archdiocese.

a. Health and Safety Codes and Regulations

All locations shall adhere to all applicable local, county, state, or federal codes regarding health and safety, including those that discuss the installation of alarms or other requirements that the fire department certifies as necessary for fire safety at any location that is under the jurisdiction of the archdiocese.

b. General Health and Safety Measures

All locations shall:
• Create, implement, and maintain an injury and illness prevention program (IIPP)
• Create, implement, and maintain Emergency Plans that address workplace, school, and parish operations; comply with Cal/OSHA and the Presidential Policy Directive 8: National Preparedness (PPD-8); and cover fire prevention and hazard communications
• Establish and maintain cooperative relationships with community and public agencies that are charged with health and safety and cooperate with requests for information from local emergency personnel
• Participate in community recycling programs (for furniture, paint, batteries, chemicals, old computer equipment, and e-waste) by moving all such materials off-site promptly
• Maintain current, accurate rosters of staff, students (including religious education participants), and their families
• Maintain current, accurate emergency forms (with emergency contact information and student medical information) for all staff and students (including religious education participants); see the employee Emergency Information Sheet and the Student Emergency Card
• Have building blueprints, if available, or similar drawings, floor plans, or layouts with utility information available to appropriate governmental agencies

• Have evacuation maps displayed in all public rooms

• Code all entrances by number or letter (e.g., South I or North 3) and provide this information to emergency personnel and first responders

• Post signs indicating that the building is private property and is protected against unlawful entry; see Security Camera Guidelines

• Regularly check alarm systems to ensure that they are working properly

• Properly secure cash, personal property, and other valuables

• Make preventive maintenance a priority: regularly inspect the facilities, including furnishings and equipment, for hazardous conditions; discard broken equipment and furnishings such as broken chairs and tables (see the Safety Survey of Interior Conditions and Operations: Self-Inspection Checklist, the Safety Survey of Exterior Conditions and Operations: Self-Inspection Checklist, and preventive and routine maintenance in Facilities for more information)

• Display in a prominent place the Cal/OSHA poster Safety and Health Protection on the Job, which explains the basic requirements and procedures for compliance with the state's laws and regulations about job safety and health

• Create an ergonomics program designed to minimize repetitive motion injuries (RMI) if more than one employee experiences the same RMI in a 12-month period

• Ensure that the premises and equipment comply with applicable work surfaces, control devices, and emergency equipment standards; see OSHA Standards for Walking/Working Surfaces

• Create a program to train supervisors and staff on risks, identification, prevention, and treatment of heat illness for both staff and students

• Train staff and students as required by the safety and emergency procedures detailed in the pertinent plans for the location

• Report to the police and archdiocese all suspicious persons, activities, and threats

• Report injuries and hazardous building conditions to the appropriate archdiocesan departments

• Maintain a sign-in/sign-out log and/or issue visitor badges as appropriate; use photo IDs/name tags for all employees in the location

• Provide in-service programs and training that cover accident and emergency procedures for staff, consultants, and volunteers

• Develop student training programs that include safety (caution against opening doors to strangers, etc.), conflict resolution, violence prevention, etc.; see also Safe Environment

• Conduct, monitor, and record all drills, including fire, safety, and earthquake

• Provide for the safety of the disabled and those with special needs

• In the event of an emergency requiring evacuation, partner with other schools, churches, the Red Cross (through the archdiocese), or similar facilities or services in the area to prearrange for sites at or away from the location; always follow directives of fire and police personnel

• Display exterior and interior signs to direct visitors to the location office

• Lock or monitor all exterior doors and/or gates, regularly check the locking mechanisms on all exterior doors and/or gates, and regularly check the window locks
• Ensure that the public address system adequately reaches all areas of the location
• Have appropriate communication systems throughout the location, including communications that will function when there is a power outage
• Fence play areas; enclosed campuses must have gates large enough to permit the entrance of ambulances, police equipment, and firefighting apparatus
• Provide emergency radios or other devices in classrooms

c. Person in Charge and Plan Administrators

The person in charge has the authority, responsibility, and accountability to implement and maintain the provisions of the location's health and safety programs. The person in charge ensures that the necessary programs and plans are developed, funded, reviewed, and evaluated. The person in charge may be the plan administrator, or if resources allow, the person in charge may designate one or more plan administrators or a team.

d. Plan Administrator

Each health, safety, and emergency plan must have a plan administrator, who may be either the location's person in charge or the designated person(s) or team.

The plan administrator:
• Creates, implements, and maintains a system of record-keeping for Emergency Plans and other health and safety programs
• Keeps abreast of and maintains current information about health and safety regulations from the local, county, state, and federal levels that affect the location's operations and activities
• Acts as a liaison with governmental agencies and the archdiocese
• Distributes archdiocesan policies and procedures on health and safety
• Reviews injury and illness trends of employees
• Establishes a health and safety team comprised of other staff members, in consultation with the person in charge; preferably, the staff members assigned to the health and safety team should come from the following areas: professional/managerial/educational, administrative/clerical, and custodial/maintenance
• Where a safety team is established, the plan administrator may delegate his or her responsibilities to safety team members, who are then designees (the delegated responsibilities should to the extent possible relate to the duties normally performed by that safety team member, and the plan administrator remains responsible and accountable for the team's performance)

• Collaborates with other leaders at the location on safety matters and emergency preparedness procedures
• Ensures that staff and/or students at the location understand how to and are able to complete assigned tasks safely
• Determines the safety training needs of all staff and/or students at the location
• Advises the person in charge of staff and/or student training needs
• Conducts on-the-job safety training of staff who need it and maintains a record of the training
• Ensures equipment and machines used by staff and/or students are in safe operating condition
• Ensures that staff and/or students follow codes of safe practices
• Ensures that staff and/or students wear or use required personal protection equipment, including during all athletic activities and in laboratories for science, art, etc.
• Corrects unsafe and unhealthful conditions discovered at the location or in location operations
• Investigates accidents to discover the cause, identifies corrective action to prevent recurrence, and reports all accidents to the archdiocese
• Conducts periodic inspections of work areas according to the appropriate inspection guidelines or checklists

All staff and students are encouraged to inform their respective supervisors, plan administrator, or person in charge of any matter that the individual perceives to be a hazard or an unsafe condition or practice. Staff members may report unsafe conditions by using the Safety Survey of Interior Conditions and Operations: Self-Inspection Checklist and the Safety Survey of Exterior Conditions and Operations: Self-Inspection Checklist. If a staff member wishes, he or she may make such reports anonymously by depositing the report in the plan administrator's mailbox.

e. Emergency Plans at Locations

Each location is responsible for creating, implementing, and maintaining an Emergency Plan, keeping in mind the moral obligation of all members of the Catholic faith to give priority to the needs of the most vulnerable members of the archdiocesan family: our children, the elderly, and others with special needs. An emergency could include an earthquake, fire, flood, bomb threat, chemical leak or biological threat, terrorist attack, riot, or the presence of a shooter, stalker, or other intruder at the location, among other events. In collaboration with local governmental entities, including first responders and public health officials, each location should plan for these potential emergencies by creating an Emergency Plan that is suited to the location's particular requirements and physical layout and conditions.

f. Kitchen Safety

In Los Angeles County, the Environmental Health Division of the Department of Public Health regulates kitchens that prepare and serve food to the public. The archdiocese has worked closely with the Department of Public Health to provide clear guidance on the regulations that apply to kitchens on the premises of archdiocesan locations. All persons in charge of locations that have kitchens shall familiarize themselves with the following resources:

- Summary Checklist of Essential Kitchen Elements for School Food Service by Outside Vendor and/or School Staff
- Food Handling Instructions for Location Kitchens
- Summary Overview of Food Service Requirements for Church/Parish and School Kitchens and Cafeterias
- Rules for Shared Use of the Kitchen by Food Service Provider & School/Parish Staff and Groups

g. Animals

Animals are not allowed on location premises without special written permission from the principal. However, under laws protecting the disabled, staff members and students with a qualifying disability may be allowed to bring a service or emotional support animal onto parish or school premises. If the animal is an emotional support animal, the staff member or student may be required to provide documentation from a medical professional that the animal provides support that alleviates a symptom or effect of the staff member's or student's disability. A pet kept for companionship is not considered a service or emotional support animal.

The staff member or student must be in control of the service or emotional support animal at all times and is responsible for its health and welfare. A service or emotional support animal may be removed if it is a direct threat to the safety of others, is disruptive and interferes with the workplace or educational program, or creates an unsanitary condition. In its Disability Rights Section, the U.S. Department of Justice's Civil Rights Division answers commonly asked questions about service animals in places of business.

h. Student Emergency Card

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

At the beginning of each school year, the Emergency Card for each student should be completed by the parents/guardians. Subsequently, the parents/guardians must inform the school when there are changes to key information, including addresses for home or work, numbers for cell or 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.

i. First Aid

Only minor and very basic first aid should be provided by schools; no secondary treatment, such as changing or removing bandages, should be administered. Disposable gloves should be used. Each location should have persons who are trained in emergency first aid procedures.

Parents/guardians must be contacted immediately if there is any question regarding the seriousness of or complications arising from an injury.

j. Medical Immunizations and Exemptions

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

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

27. Arrival/Dismissal Procedures

Parents should exercise caution in the parking lot at all times. The speed limit should be 5 mph or less. Parents are invited to join the students and teachers at the morning assembly. However, if they park before dropping their children off, they are responsible

for their children's safety. They should keep their children near them and hold the hands of younger children. The car line directives should be followed at all times.

• During after school pick-up, all adults should remain in the designated area for parents unless they have specific business in the office or a conference with a teacher.

• Students should remain in their assigned areas until their carpool arrives.

• Students who remain on campus 15 minutes after dismissal will be taken to extended care. Also, if a student is not picked up within ten minutes after an after-school activity has ended he/she will be taken to extended care.

Walking Home

Students walking home must be in Grades 6-8 or at least 12 years of age, have parent authorization on file and must sign out in the school office.

28. Parent or Guardian Right of Visitation

All visitors, including parents, MUST sign in at the main office (California State Law). Forgotten lunches, books, messages, homework, must be brought to the school office and not the classrooms.

Parents may visit classrooms during school hours by making an appointment at least 24 hours in advance with the classroom teacher or the principal.

Only parents who are volunteering for recess or lunch supervision may be in the lunch area or parish hall. All parents must check in at the front office.

Rules for Parent/Guardian Visits

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

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

Rules for Non-Custodial Parent/Guardian Visits

Parents/guardians are responsible for providing any custody orders or other legal documents to the school that they wish the school to follow. Schools should take all reasonable steps to comply with these orders and are advised to ask the parents/guardians to provide the underlying agreements for these matters. The

archdiocesan Office of the Legal Counsel is available to advise on how to handle these matters. The parent/guardian who has custody should be encouraged to present legal evidence to the school regarding the extent of the visitation rights of the other parent/guardian.

If a parent/guardian does not have legal custody of his or her child but has visitation rights, that parent/guardian may visit the child (subject to the school's visitation policy and if the school does not have a legal order prohibiting such a visit). Prior to taking action, the principal must identify the parent/guardian and determine if he or she has visitation rights.

Visitation rights are usually limited by the court to specified days and hours. The principal must be aware of these restrictions. If a parent/guardian without visitation rights attempts to visit a student at school, the principal shall inform the custodial parent/guardian.

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

Children in Foster Care

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

29. Non-Custodial Parents

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known in writing.

Non-Custodial Parent Access to Information

In the absence of a court order to the contrary, Santa Rosa de Lima will provide the non-custodial parent with access to the academic records and to other school related

information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The school will not be held responsible for failing to honor arrangements that have not been made known in writing.

30. Healthy, Illness, Accident Procedures

a. 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.

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.

Students should not return to school until they are free from fever for 24 hours without medication. If a child arrives at school with a fever, or sent home with a fever, the student will need to be fever free for 24 hours, without medication, before they may return to school.

b. Medical Screenings (vision, hearing, dental, head lice, scoliosis)

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

c. Health Records

Every school must comply with all department of public health requirements. Every school shall have on file a health record for each student enrolled in the school. Upon a student's transfer, student health records are forwarded with the student transcript to the receiving school. Schools shall comply with all Family Educational Rights and Privacy Act rules as applicable.

d. Medical Appointments

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

e. Medication

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.

f. Communicable Diseases

When communicable diseases are identified at a location, the person in charge shall immediately refer to the reporting requirements of the county health department in accordance with local requirements.

Los Angeles County Department of Public Health
Santa Barbara County Public Health Department
Ventura County Communicable Disease Office

If the location is unsure of the reporting responsibilities or needs guidance in responding to a public health hazard, contact the Office of the Legal Counsel or the Department of Catholic Schools at the archdiocese.

The person in charge shall cooperate with the local health officer on necessary measures to prevent and control communicable diseases.

A reported communicable disease may cause a staff member to miss work or a student to miss school. Before the staff member can return to the workplace or the student can return to school, he or she must have appropriate permission issued by the department of public health, a physician, or a nurse.

g. Allergies See Emergency Card

h. Accident Procedures

Each location shall establish a procedure to follow in case of an accident. All accidents occurring on archdiocesan property or at an archdiocesan-sponsored event off the property must be reported immediately to the person in charge and to the Insurance Department at the archdiocese. If appropriate, 911 should be called.

Each location should identify persons who are trained in emergency first aid procedures and ensure that the persons can be contacted readily in case of an accident that results in an injury.

i. Student Accident Insurance

The Student Accident Insurance Program is provided for all full-time students in archdiocesan and parish schools. This program supplements other health insurance maintained by the family and assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school, or while participating in school-sponsored and school-supervised activities, including school-sponsored sports, field trips, and extended school day

programs. Information concerning the Student Accident Insurance Program should be provided to parents/guardians by each school.

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

31. Privacy and Access to Records

a. Pupil Records

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

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

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

b. Directory Information

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

To the extent possible, the school will minimize access to student phone numbers and email addresses, unless the parents/guardians consent to broader access. To the extent possible, other users of directory information should also try to minimize access to and distribution of student phone numbers and personal email addresses, unless the parents/guardians consent to broader access.

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

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

c. Parent Authorization to Use Student’s Image, Name, Voice and/or Work

SCHOOL PUBLICATIONS DISPLAYING STUDENT PHOTOGRAPHS & INFORMATION

Santa Rosa de Lima School publishes a number of school related materials in various media including the yearbook, brochures, website, posters, and other informational or promotional materials.

In respect to all published materials and media, except the yearbook, there will be no personally identifying information that relates a student’s image to his/her personal information such as name, telephone numbers, addresses, names of other family members, names of friends, e-mail addresses, specific location of a student at any given time, grades, or any other academic information, unless written permission is granted by a parent/guardian – however, pictures or videos of groups of students involved in a school- related activity may be identified by the group name (i.e. the name of a team, club, extracurricular activity, or other student or school related organization). The yearbook will contain information identifying students to their pictures, but such identification will be limited to student name and class only.

Photographs or videos taken by school personnel or staff are the property of the school. Photographs or videos taken by parents or third parties and provided or submitted to the school become the property of the school without compensation, unless otherwise agreed. Such photographs and videos may be used as determined appropriate by the school for school purposes, and remain the property of the school whether displayed in a school publication or not.

Photographs and videos are often taken by parents, family, visitors, and students at sporting events, concerts, presentations, graduation, and other activities where students are present and the public is allowed. These photographs and videos may be published in print or posted on websites by those taking them. Santa Rosa de Lima School has no control over the use of such photographs and videos, however, school students and families publishing or posting such photographs and videos must do so within the conduct policies of the school.

Occasionally permission is requested to photograph or videotape our students in their school activities by a person or organization not employed by the school for non-school related purposes. In such a case, permission to photograph students will be explicitly requested from a parent/guardian. Without the written permission of the parents/guardians of a student or minor, a location may not publish or use for noncommercial purposes the image, name, voice, or work of the student or minor. This policy includes but is not limited to publicity, exhibits, printed or electronic media broadcasts, student publications, marketing, or research. The location must obtain the signature of the parents/guardians on the Parent/Guardian Release for Student or Minor (Noncommercial) (English version and Spanish version) before any such publication or use.

d. Verbal/Written Confidences Students or parents/guardians may provide confidential information to school employees in many ways. Students may communicate verbally or in writing, such as using a note or writing/journal assignment.

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

32. Transfer of Records

a. Student Transfers, Withdrawals and Graduation

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

On the original Cumulative Pupil Record form and in the attendance register, the former school shall record the transfer, reason for the transfer, and name of the school where the student is transferring or entering after graduation.

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

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

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

b. Withholding of Records

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

However, in accordance with school policy, the school may withhold from parents/guardians the grades, diploma, or transcripts of a student pending the payment of certain amounts for damaged property, the return of loaned property, or unpaid tuition or fees.

c. Cumulative Pupil Record

On the official archdiocesan Cumulative Pupil Record form for each student, the school enters full and accurate records, including standardized test results.

Cumulative Pupil Record forms should include only the following information:
• Personal and family data: Name, date of birth, and place of birth of the student, and the name and address of the custodial parent/guardian
• Standardized test results
• A transcript of classes
• Attendance information
• A record of withdrawal or graduation and the location that receives a copy of the record
• Verification of or exemption from required immunization (recorded through high school graduation)

Cumulative Pupil Record forms are kept on file permanently as hard copies in secure fireproof containers or as electronic copies (see "Student Cumulative Records" in the Record Retention Schedule, sorted by category and record type). Only authorized personnel may have access to these records. The school must maintain health records in a separate file for four years.

D. Academics

33. Curriculum

Santa Rosa de Lima School provides a quality academic education in all curriculum areas, thus giving our students a firm educational foundation for success in high school and beyond. Teachers follow the Archdiocese benchmarks and the California State Standards.

Religion is offered every day at all grade levels. The entire school attends Mass once a week and participates in various outreach projects throughout the year. The school year is divided into three trimesters. Report cards are distributed at the end of each trimester. The Santa Rosa de Lima grading system uses the standards as set forth by the Archdiocese of Los Angeles Department of Catholic Schools as follows:

a. Religion Curriculum

Canonical Authority of the Diocesan Bishop

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

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

All religion textbooks are to have the approval of the U.S. Conference of Catholic Bishop's Ad Hoc Committee to Oversee the Use of the Catechism. Other materials and resources used by teachers are to meet the same standards as textbooks with regard to sound doctrine and appropriateness for students. The content of instruction must conform to the authentic teaching of the Church as summarized in the Catechism of the Catholic Church and must clearly distinguish defined doctrine from personal opinion and theological interpretation. It will stress the relevance of religious truths and principles to the personal lives and daily concerns of the students.

The U.S. Conference of Catholic Bishops' Doctrinal Elements of a Curriculum Framework for the Development of Catechetical Materials for Young People of High School Age guides the written course outlines that must be developed and followed for each high school course. Course outlines are to be framework-based and not textbook-based.

Western Catholic Educational Association Catholic Identity Standards

All schools, whether archdiocesan, parish, or those owned and operated by religious orders, institutes, or governing boards, are required to meet the following Catholic identity standards from the accrediting agency for archdiocesan elementary schools, the Western Catholic Educational Association (Improving Student Learning, 2012 ed., p. 41; Ensuring Educational Excellence, 20 14 ed., p. 10 [click on 1-WCEA E3 2014 Protocol.pdf]):

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

Elementary School Curriculum

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

Curriculum components include:
• The Profession of Faith

• The Celebration of the Christian Mystery/The Seven Sacraments of the Church
• Life in Christ; Man's/Woman's Vocation: Life in the Spirit
• Christian Prayer; Prayer in the Christian Life

These components are based on the four pillars of the Catechism of the Catholic Church.

b. Honors/Advanced Placement/International Baccalaureate

Recognizing the uniqueness of each child, we realize that all children excel in some areas, so we honor the winner in everyone. The dignity of being a child of God is reason to celebrate. As followers of Jesus Christ, students are challenged to live his message in the world today through: Service, Respect, Responsibility, Faith, Trustworthiness, Fairness, Citizenship, and Caring.

We require students to work hard to produce quality work, honest effort, and Christian behavior. We set high expectations for learning, and expect students to complete assignments on time.

Students in Grades TK-2nd will be eligible for Rising Star awards at the end of each trimester. In order to receive Rising Star awards students must be making progress in achieving Reading and Math benchmarks and grades.

Students in Grades 3 – 8 will be eligible for academic honors at the end of each trimester. In order to make Warrior High Honors or Honors the students must have "credit" in P.E., Art, and Music, and at least an S in Work Habits and Behavior.

• **Warrior High Honors** – Straight "A's" in all six core subjects
• **Honors** – A 3.5 grade point average or above in the six core subjects

▪ (The six core subjects are: Religion, Reading, English Language Arts, Mathematics, Social Studies, and Science.)

c. Homework

Santa Rosa de Lima students are assigned homework daily. It should be noted that homework is not always written.

The recommended period of time for homework for the grammar school student in the Archdiocese of Los Angeles is as follows:

Transitional Kindergarten - Grade 2: Not to exceed half an hour

Grades 3 – 5: Not to exceed one hour

Grades 6, 7 & 8 Not to exceed two hours

Homework should be neat and completed according to the correct form. Long term assignments must be turned in on the day they are due even if the student is absent.

d. Graduation Requirements

Students in Grade 8 who successfully complete the academic and attendance expectations of the school will be awarded a diploma and promoted to high school.

34. Grading Policies

a. Grading Scale

Grades: TK-2nd
4 = Above grade level = Outstanding
3 = On grade level = Good
2 = Approaching grade level = Satisfactory
1 = Below grade level = Needs Improvement

Grades 3rd -8th

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

The Grade Ranking is described as follows:
A/O/4 = Consistently exceeds content-area standards and expectations. Students demonstrate mastery of skills and knowledge through a variety of assessments. Student's work is indicative of consistently superior performance.

B/G/3 = Frequently meets content-area standards and expectations and sometimes exceeds content-area standards and expectations. Students demonstrate proficiency in skills and knowledge on most assessments. Student's work is indicative of solid academic performance.

C/S/2 = Mostly meets content-area standards and expectations and sometimes approaches content-area standards and expectations. Students demonstrate a partial mastery of prerequisite skills and knowledge required for proficiency in the

content-area. Students are able to demonstrate partial mastery on most assessments. Student's work is indicative of a basic understanding and application of skills and knowledge in this content-area.

D/NI/1 = Sometimes meets content-area standards and expectations. On most assessments, students demonstrate the need for support to achieve partial mastery and proficiency. Student's work is indicative of minimal preparation and practice in the attainment of basic skills and knowledge that will allow the student to progress to proficiency.

b. Grade Reporting

Report Cards

Report cards are made available on a trimester basis for students in Grades TK-8. Parent-Teacher Conferences are held in the Fall/Winter for all parents and attendance is highly encouraged. Parents should review the report card with the teacher and child. If students are doing less than satisfactory work, the teacher should arrange to talk or meet with the parents to discuss the problem.

Interim Progress Reports

Teachers will post student grades on Gradelink on a regular basis. Parents may check their Parents Web page to keep updated on their children's academic progress. Any concerns should be directed to the teacher through a scheduled conference. Teachers enter grades weekly. Please note however, that parent/student access will be locked during the week that teachers finalize trimester report cards.

c. Make-Up Work/Absences

Students are responsible for turning in all assignments ON TIME. If a student is absent s/he is responsible for checking with their teacher or with a learning buddy to find out the class work and homework. Absent work is to be submitted in as many days as the student was absent. (Example – 2 days absent = 2 days to complete work upon return.) However, if a student is absent on the day an assignment is due then he/she must bring in the assignment upon his/her return.

Late work affects the student's grade. Parents are encouraged to regularly check Gradelink.

d. Course Deficiency/Failure

Academic Probation

A student whose GPA falls below a 2.0 will be placed on academic probation for the next trimester. Any student who was placed on academic probation for two trimesters will be required to attend an appropriate summer school or academic program in order to return to Santa Rosa de Lima Catholic School the following school year. The student may also be asked to repeat the grade.

Retention Policy

The decision to promote a student to the next grade or to retain him/her in the present grade should be based upon a consideration of the overall welfare of the pupil, i.e. made by carefully weighing both academic and social factors.

• The teacher is responsible for initiating the STEP program implemented by the Archdiocese of Los Angeles as soon as a concern is noted.

• The principal should be informed and the parents should be monitoring student grades through Gradelink as well as receiving updates on the student's progress and the possibility of the student being retained.

• The principal has the responsibility to make the final decision about retaining a student.

• In the case of a student with a severe learning problem, it may be necessary to recognize that the parochial school is not equipped to meet the needs of every student and that, therefore, a recommended transfer might be necessary.

35. Standardized Testing and Assessments

STAR assessments are administered three times over the course of the school year: The beginning of the school year, winter and spring.

The primary purpose of the first testing window is to provide a baseline for each student. The following assessments (winter and spring) provide data to estimate proficiency, displaying a trend line after three testing events. Teachers may also elect to administer additional STAR assessments to a child throughout the course of the school year to monitor student progress more closely or use the data for instructional planning.

STAR assessments are used to screen students for their reading and math achievement levels in order to properly place students into learning programs and support their academic achievement towards becoming independent readers and critical thinkers.

36. Recess and Lunch/Nutrition

We encourage all students to bring a packed lunch from home if they are not planning to pick up a school lunch. This helps minimize disruptions during class and allows for a

smoother, more enjoyable lunchtime experience. If parents need to drop off lunch, we kindly ask that it be in a paper bag or lunch pail.

Please note that fast food is discouraged. We've found that it can cause some discomfort among students, as classmates may ask to share, leading to some feeling left out. In the past, students could eat fast food in the office, but due to limited staff and changes in how the office is used, we are no longer able to offer this option.

We also want to remind families that students should not bring soda or candy to school. We strongly encourage packing healthy, nutritious meals to support the well-being and energy levels of all our students.

We appreciate your support in fostering a positive and inclusive school community. Thank you for partnering with us!

Revolution Foods Breakfast/ Lunch Program will be providing prepaid and pre-ordered meals. Families interested in the lunch program need to apply on a yearly basis.

Parents/Guardians may pay for breakfast/lunch with cash/check at the school office. Meals are not available for purchase the day of or week of ordering.

37. Supplies and Textbooks

Students are required to have their necessary supplies in their desks beginning the first day of on campus instruction. The list of required supplies for each grade is available on www.srdlcs.com. Only required school supplies are allowed in school. Permanent markers are NOT allowed nor are electronic watches, cell phones, airpods, and recorders/cameras (these will be collected at the start of the day and returned at the end of the school day).

All school books must be carefully and neatly covered. Hard cover texts MUST be covered with brown paper and if possible a "book sox". No doodling is allowed on the book cover! Book covers must never be taped to the books. A record is kept of the set of books being used by each child. Each student will therefore be held responsible for any lost or damaged books in his/her use. Parents/guardians are financially responsible for damaged books.

38. Summer School

The principal is responsible for the overall administration of all summer programs at the school. All archdiocesan policies are applicable to summer programs. The principal may delegate the day-to-day operations of the summer programs.

Each year the decision to have a summer program is left to the sole discretion of the principal, along with the pastor (in the case of parish schools). Considerations for implementing a summer program must include financial feasibility, purpose (e.g., enrichment and remediation), and demand for the summer programs.

E. Co-Curricular Activities and Athletics

39. Before & After School Policies and Programs

Extended care is offered at the school daily until 6:00 pm.

As a service to working parents, Santa Rosa de Lima Catholic School is offering the Extended Care Program. The purpose of this program is to provide a high quality, affordable program in a safe, wholesome and caring environment for its students before and/or after school hours.

In this convenient and familiar setting, Christian values and the social and personal needs of the children with working parents are nurtured. Since this program is an extension of the school day, its design is supportive of the policies and procedures of Santa Rosa de Lima Catholic School. The school will follow guidelines approved by the Archdiocese of Los Angeles, Department of Education.

Activities are planned with emphasis on student safety, fun and active participation under the direction of the adult supervisors.

Expectations

The Extended Day Program (EDP) is a privilege, not a right. Since the program is an extension of the regular school day, the same expectations for cooperation by students and parents are expected. Families who consistently violate the policies and procedures of the Extended Day Program will be dismissed from the program by the principal.

Parent responsibilities include:

• Completion of all Extended Day Program forms;
• Support program policies and procedures;
• Comply with the sign in/sign out procedures;
• Collaboration with the principal and extended day program personnel;
• Meeting all financial obligations in a timely manner. Student responsibilities includes:
• Respect for all EDP staff, fellow students and property;
• Use of appropriate language and voice level;
• Participation and cooperation in all EDP activities;

• Keeping the EDP facilities clean and neat;

• Consideration for others – sharing, taking turns, no bullying, no fighting, etc.

• Following Extended Day Program rules;

• Asking permission from staff for restroom use;

• Remaining inside the EDP areas and staying with the group until they are picked up.

Discipline guidelines, including rules and consequences are established by the EDP personnel with approval from the principal. These guidelines are clearly communicated to students, staff and parents. In extreme cases, a student may be asked to withdraw from the Extended Day Program.

• Archdiocesan student insurance covers students during the time of the program

• Programs under the auspices of elementary schools may only serve those students presently enrolled in the formal school program

• The school requires up-to-date family information, emergency contact information, and maintains a record of arrivals and departures

• The school may arrange with independent contractors or entities to provide extended care programs.

• Students may not remain on the school premises after school hours without proper supervision.

• Students who have not been picked up within 15 minutes after the end of the school day and are not involved in a properly supervised activity such as sports, yearbook, etc., will automatically be sent to extended care.

• Students who have not been picked up within ten minutes of the end of any extracurricular activities will also be sent to extended care.

• Extended care is offered after school every day that school is in session from dismissal time until 6:00 pm, including early dismissal days (unless otherwise announced by the principal or printed in the calendar).

While the extended care program provides supervised time for students to work on their homework, the extended care program is not a tutoring service and cannot provide one-on-one instruction. It is the parents' responsibility to make sure that a child's homework is completed.

Extended Care will be billed at the end of every month via Smart Tuition.

Extended Care Rates/Fees for the 2026-2027 School Year:

• Daily Rates:

1 Child = $16

2 Children = $25

3 Children - $30

• Fees:

o Late Pick-Up Fee: A $1.00 fee will be added for every minute after 6:00pm, per child.

40. Field Trip and Excursion Policy

Curricular Trips

Curricular trips, which are educationally sound and important ingredients in the instructional program of the school, supplement and enrich the curriculum by providing learning experiences in an environment beyond the classroom. They are considered to be “classrooms off campus”. Curricular trips are limited to one day in duration and to a distance that can be conveniently traveled in that time. Safety is paramount; therefore, procedures are in place to ensure and maximize the safety of each student.

The following procedures are in place:

• A certified bus company is used that has buses equipped with seatbelts.

• **A sufficient but limited amount of parent chaperones are chosen to ensure order for the teacher.**

• **Chaperones MUST have VIRTUS training, and be fingerprinted** to work with and/or accompany the children on these excursions.

• Chaperones are dispersed throughout the bus to ensure safety and order.

• Teachers place students in assigned groups with a chaperone.

• Students are not allowed to sit at “Emergency” exits.

• Emergency bags are brought on the trip. They include every student’s emergency information and contact information, along with a first aid kit. Medications for students who have medical releases from the doctor are also in the bag. (The teacher is in charge of the bag).

• Students needing to use the restroom at the site MUST be accompanied by a chaperone.

• The teacher must be in contact with the school; they are instructed to call the school when they arrive, when they depart, and if any concern arises.

• Students are given instructions prior and during the trip about the expectations of behavior while on the bus and at the site.

• **Parents may not drive and meet their child on a curricular trip. The school expects cooperation from parents in this matter.**

• Any student not attending a curricular trip, regardless of the circumstances, will be assigned a project/report relating to the curricular trip.

41. Transportation

Transportation may include personal motor vehicles, vans, buses, boats, or airplanes.

Personal Motor Vehicles

Although this is discouraged, employees and volunteers (including teachers, religious education instructors, and coaches) may use their personal motor vehicle to drive two or more minors to and from athletic, youth, and other trips or events. Employees and volunteers may not be alone in a vehicle with a single minor who is not their own child.

School staff, parish staff, parents/guardians, and volunteers who drive students in their own vehicles must be at least 25 years old, have a clean driving record for the past three years, possess a valid Class C driver license, and have current and valid California automobile insurance. The school must keep on file a copy of that driver's license and proof of current insurance.

Vans

Schools and parishes may transport students in vans or other vehicles designed for 10 passengers or fewer, including the driver. Vehicles designed for more than 10 passengers may not be reconfigured to seat only 10 passengers, including the driver.

A driver of a vehicle designed for 10 passengers or fewer does not need a commercial driver license.

Commercial or School Buses

Locations may only hire buses, vans, or other passenger carriers from transportation companies that have valid permits, licenses, or charters approved by the State of California and that maintain current insurance on their vehicles. Locations must verify this information through the California Public Utilities Commission and its list of passenger carriers.

Prior to signing any contracts with bus companies or other transportation vendors, locations must submit the contracts to the archdiocesan Office of the Legal Counsel for review.

42. Student Council

Students are given opportunities to assume roles of student leadership for service to the Class, Student Body, Parish, and the Community.

In Student Council, one is responsible for working with both the staff and administration of Santa Rosa de Lima Catholic School. Please read the information below for a basic understanding of Student Council member activities:
• Prepare and work at school activities
• Develop and implement fundraisers
• Support Student Council committees to help raise school spirit

Responsibilities for Student Council members:
• Must attend all meetings
• Participate in all Student Council activities
• Be available to come in before/after school at times for Student Council activities

The following are guidelines for acceptance in Student Council:
• Maintain at least a 2.5 GPA.
• Display leadership qualities.
• The ability to work with others.
• Possess the desire to make Santa Rosa de Lima Catholic School a better place!!!

43. Clubs/Organizations/Honor Societies

After School Sports

Santa Rosa de Lima Catholic School participates in the Catholic Youth Organization (CYO) which is a competitive intramural league of Catholic schools in the San Fernando Valley for students in Grades 3-8.

Our sports program depends on health guidelines, parent/coach availability and may include the following for Grades 3-8:

Fall Sports:
• Flag Football & Volleyball

Winter Sports:
• Basketball

Spring Sports:
• Soccer

Through these activities the students learn the importance of teamwork, gain self-confidence and are given the opportunity to experience success and failure.

Participating in the After-School Sports Program is considered a privilege. Students must maintain satisfactory grades in conduct and behavior. Any student not passing a class or who receives an NI or U in conduct or effort on their trimester report card may be suspended from the next sport tryouts. CHRISTIAN BEHAVIOR and LEARNING are priorities. The after-school sports program is intended to help students develop psychologically, socially, academically, and physically.

There is an added cost for uniforms. Students participating in the After-School Sports Program along with their parents are required to sign an After-School Sports Contract.

All sports fees are non-refundable.

Students who are absent from school may NOT participate in after school activities or After School Sports on practice or game days the day of absence.

School Choir

Students in Grades 4th-8th are eligible to join the Children's Choir. The choir rehearses once a week following dismissal. Children's Choir participates in all school liturgies and prayer services under the direction of a Music teacher/volunteer.

Outside Vendors

At times, Santa Rosa de Lima Catholic School offers enrichment classes after school through outside vendors here on campus. These classes are for Santa Rosa de Lima Catholic School students who are currently enrolled in the school. Students who withdraw from the school may not continue attending these classes.

44. Student Publications

Student publications are an important component of the instructional program and contribute directly to each school's goals.

The principal is the publisher and has the legal responsibility for all student publications, including the newspaper, yearbook, and website. All school publications must observe copyright laws.

The principal may appoint a moderator who exercises control over submitted material. Before the material is printed and distributed, the moderator must review all material and submit a copy of the publication to the principal for approval.

Additionally, the principal (or the moderator, if one has been designated), shall:
• Establish a clear understanding of the purpose of the publication and the limitations on the editor's authority
• Confirm that topics are in good taste
• Assure that material complies with Catholic teaching
• Encourage students to treat others respectfully and avoid personally attacking people
• Require that students check facts carefully before publishing a story
• Have parents/guardians sign the Parent/Guardian Release for Student or Minor (Noncommercial) (English version and Spanish version).

45. Athletics

See section on After School Sports

46. Tuition and General Fees

Tuition:
Tuition listed is the annual rate. The school has contracted with Blackbaud Smart Tuition to collect tuition payments. Parents have the option of making tuition payments over a 1, 10, or 11-month period. The first payment will be due in August.

Number of Children	Annual Rate
1	$6,100
2	$10,200
3 or more	$14,300

TK is a half-day program that introduces young learners to school.
Optional TK Full Day $7,540 per child.

Fees:

• 8th grade students have an additional graduation fee of $300 paid over Smart Tuition payment months

Non-refundable **Registration Fees:**
• Grades TK-8 - $580 per student
• Each additional student in the family $380

Fundraising Obligation:

Tuition is designed to cover salaries and benefits of the faculty and staff, while fundraising is used to cover the remaining operational costs of the school.

Yearly Financial Fundraising Obligation goal is $400 per family profit. Two opportunities will be made available to families in the school year: Reading Mania and Color Run. NOTE: Incomplete fundraising will be charged to the family's Blackbaud account in June.

Tuition Assistance

Those families most in need, as determined by Catholic Education Foundation (CEF) and reviewed by the tuition assistance finance committee of the school, will be awarded assistance based on fund availability. ***Amount is limited.***

Service

As members of the school community, school families are expected to share their time, talents, and resources to help support the efforts of the school in educating their children. This involvement provides opportunities for direct involvement in the education process, and also makes it possible to reduce the costs of tuition. For these reasons it is expected that each family performs 30 hours per family of mandatory service to the school community (or otherwise meet its obligation as noted below) which includes 6 hours of required service (per family) to the annual Santa Rosa de Lima Parish Fiesta along with the sale of one parish raffle book and 24 hours earned at specified school sponsored opportunities: Limited to the School Raffle Books (2 mandatory, no sale limit), Trunk or Treat/ Spelling Bee/Talent Show/Color Run, Our Lady of Guadalupe & Krispy Kreme Sales, Office Donations (must be approved by the office staff before making donations)

• *All families are required to complete 30 hours per family of service to the school/parish ministry connected with the school or pay $25 per hour towards incomplete service hours.*

• *Six of the required hours must be completed by volunteering at the Parish Fiesta. Any hours not completed will be billed through the Blackbaud portal in October 2026. Additionally, any parish raffle books not sold will also be charged through Blackbaud in October 2026.*

• *All hours of service must be completed by May 28, 2027*

Fundraising

In order to maintain tuition at the most reasonable level possible each family must commit to supporting our two fundraising opportunities that are designated to directly fund the educational program at the school. These fundraising opportunities are designed to provide each family (particularly families with limited resources) the possibility to raise funds on their own to meet current educational costs not covered by tuition.

The fundraising obligation can be met in many different ways, such as:
• A cash (or check) donation to the school
• Obtaining pledges for the Book Mania (read-a-thon) and Color Run (jog-a-thon)
• Soliciting of 3rd party donations to the school (e.g., corporate donations, employer-matched charitable contributions, etc.; donation solicitation letters available in office)

Fundraising Obligation: $400.00 per family

▪ Fundraising obligations must be completed by May 28, 2027.
▪ *NOTE: Incomplete fundraising will be charged to the family's Blackbaud account in June 2027.*

F. Discipline

47. Philosophy

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 toward 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.

We consider discipline to be an aspect of moral guidance and not a form of punishment. Self-discipline is part of character training and is necessary to provide a classroom situation conducive to learning. When a student's or parent's behavior or attitude are such that there is no cooperation, others are affected and measures must be taken. Rude behavior is not tolerated anywhere in the school. It is understood that all students must abide by the rules of the school and that parents support these policies.

a. Discipline and Procedures

Parent/Teacher Gradelink Reports

Teachers can use Parent/Teacher Gradelink Reports to inform parents of inappropriate behavior, inappropriate language, or grades. Teachers may also email parents for positive communication. Please sign the Gradelink Report upon receiving one.

School Rules

The two main rules at Santa Rosa de Lima Catholic School are:

• Any behavior that distracts a student from learning or a teacher from teaching is unacceptable.

• Everyone at Santa Rosa de Lima Catholic School must show respect for other people, property and ideas. All rules in the classrooms and on the yard stem from these two policies.

Materials NOT allowed at School

During school hours students should only have with them the materials assigned by the school and classroom teacher. Items considered inappropriate are those that fail to enhance the learning environment. These items include, but are not limited to, cell phones, hand-held electronic games, toys, audio equipment, iPod, air pods, DVD players, laser lights, apple watches, and google glasses. If it is necessary for your child to have their cell phone at school, all cell phones will be placed in a secure box/phone organizer within each classroom. Students are only allowed to use their cell phone to contact their parents before or after school. Students may not text, call, take pictures or selfies while on school campus or while attending any school function. If a staff member sees or hears any of these items during the school day, the items will be sent to the principal's office and a parent will need to retrieve them. Students may use the office phone during the day to contact parents if it is deemed necessary by their teacher or the principal. Afterschool, cell phones may only be used to contact parents.

Students may not contact other students, visit social media, watch YouTube or other internet programs, while on campus. Students may not take pictures using their cell phone before, during, or afterschool.

Students should not bring items of monetary or sentimental value to school.

Lunch Time

Students may not bring soda or candy to school. Students may take home any unwanted food. Please do not bring your children lunch unless it is an emergency. Students should bring their lunch with them in the morning. If it is necessary, please bring the lunch to the front office and it will be delivered to the student. Please do not bring fast food. This is disturbing to the other students.

Birthday

If the entire class is invited to a birthday party then the invitations may be distributed in the classroom, otherwise, they should be emailed/mailed home. Please check-in with a student's teacher for ways to celebrate a birthday. **A small, simple store pre-made party favor for the entire class that is easily distributed afterschool is preferred as well as a child's favorite book donation to the classroom library. All students may attend free dress on their birthday.**

We discourage parents from sending treats/food as different students may have different food allergies. However, if a parent opts for a treat option, all treats must be store bought, and ***distributed at the end of the school day / after school***. Please contact your child's teacher to make sure the date you have chosen for a book read-a-loud and/or pre-packaged party favor will be acceptable. Celebrating your child's birthday at school is completely optional.

School Property

The parent of a child who carelessly destroys, damages or loses any school property, books or another student's personal property will be obligated to pay the full amount of repairs or replacement.

Return to School After Dismissal

Students who forget books, homework, etc. and wish to return to a classroom to retrieve them after school must be accompanied by a parent or other responsible adult and seek permission from a faculty member.

Office Telephone

Students may seek permission to use the office telephone during recess, lunch or after school to call their parents if the call is necessary (example: If an athletic practice has been canceled or a meeting rescheduled). Students may not use the phone for personal calls.

Lost and Found

All personal property should be plainly marked. This includes book bags, sweatshirts, jackets, lunch boxes or bags, etc. Found items should be brought to the office or placed in the lost and found cart. If a child loses an article, he/she should check the lost and found cart or with the office as soon as possible. Unclaimed items will be sent to Christian services.

Effort/Conduct Policy

Students are expected to put forth their very best effort by participating in class, doing assigned class and homework, paying attention, etc. based on their age and ability. They also are expected to reflect Christian principles in their behavior (respect, kindness, obedience, proper language, etc.)

At the end of each progress period, we evaluate the students in the light of their effort and conduct. Any student with unsatisfactory conduct will be placed on probation for the following progress period. (The privilege of participating in extra-curricular activities will be lost and their conduct will be closely monitored). If the student with unsatisfactory conduct does not improve during probation, he/she may be asked to leave Santa Rosa de Lima Catholic School.

Similarly, any student with poor effort (Unsatisfactory) will be on probation the following interim progress period. (The privilege of participating in extracurricular activities will be lost and their conduct will be closely monitored). Any student who does not improve in effort after two progress periods will be reviewed by his/her teachers and the principal, and recommendations will be made.

Students who receive an academic grade of D/F or Unsatisfactory in effort and/or conduct will be on probation and excluded from extra-curricular activities until they demonstrate improvement. Extra- curricular activities include sports, Student Council, etc.

b. Detention

Self-discipline is the key to good conduct and proper consideration for other people and us. It is the training that develops self-control, character, orderliness, and efficiency.

Mutual respect is essential to a school community because each of us holds within us a unique image of God. Respect for oneself, students respecting students, student respecting teacher, teacher respecting students and teacher respecting teacher are all needed. It is the responsibility of the students and teachers to exemplify and extend mutual respect to staff, volunteer parents, and guests.

Students are responsible for their own actions and choices. A student chooses whether or not to follow the classroom rules, to study for a test, to complete homework and to be a friend.

Detention will be served during lunch, after the student has had the opportunity to eat lunch. Teachers will communicate a detention to the student's parent/guardian. While in detention, a student may be asked to complete a reflection form to help the student reflect about what happened.

Detention will be implemented to students in Grades 3rd-8th. The infractions listed are examples and are not all-inclusive:

• Being disrespectful to a peer/teacher/adult
• Classroom/yard behavior infractions
• Depending on the severity of the behavior, the incident may result in suspension or expulsion

c. Behavior Agreement/Probation

A school may accept a student for admission on probation for an initial trial period if circumstances warrant it. The probationary status of the student and the terms of the probation must be clearly documented in writing and signed by the parents/guardians.

A school may decide to place an enrolled student on probation as a disciplinary matter. Disciplinary probation occurs when a student's behavior has reached a point where a more serious response from the school is required. If the student's behavior does not improve while on probation, the disciplinary process may lead to suspension and/or expulsion.

Typically, disciplinary probation requires the suspension of activities and athletics so that the student must focus solely on his or her academic work and behavior. If a

school decides to place a student on disciplinary probation, it must ensure that the seriousness of this status is communicated to the student's parents/guardians. Due to the great variety of student offenses that can result in disciplinary probation, a school has many options in determining the extent of a student's probation (limiting activities, no athletics, community service, etc.). New Students: All new students are on probation for the first six weeks to help assess our ability to best serve each student. He/She will be evaluated at the end of the first Interim Progress on:

1) Behavior/Attitude
2) Effort
3) Academics

If teacher(s) and the principal determine that they are unable to meet the student's needs he/she will be given a recommended transfer.

d. Suspension/Disciplinary Measures for Grave Offenses

Students who are suspended are given no credit for missed daily work, but must complete it. Missed tests may be taken upon return to school.

Students must report to the principal with their parents upon return from a suspension.

Any of the listed reasons for expulsion with mitigating circumstances are adequate cause for suspending a student.

No student shall be suspended from school for more than two consecutive weeks, unless there is an ongoing police investigation of a possible crime, in which case the student may be suspended during the entire investigation.

The school must give a notice of the suspension to the parents/guardians verbally by phone, in writing (hard copy or electronic), or in person during 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 school can cooperatively encourage the student to improve his or her behavior. The suspended student may be present at the conference.

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

e. Expulsion

Reasons for expulsion include but are not limited to the following offenses:

• Actions that are gravely detrimental to the moral and spiritual welfare of other students
• The use of social media to bully/demean/mock/taunt SRDLCS students, teachers, or other adults
• Habitual profanity or vulgarity
• Assault, battery, or any threat of force or violence directed toward any student or school personnel
• Harassing, bullying, or hazing other students or school personnel
• Open, persistent defiance of the teacher's authority
• Continued willful disobedience
• Use, sale, distribution, 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 possession of tobacco
• Theft
• Forgery of signatures
• Cheating or plagiarism
• Willful defacement or damage of school property, real or personal
• Habitual truancy
• Possession of harmful weapons (e.g., knives or guns) 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 that are detrimental to the school's reputation
• Violations of the electronic acceptable use policies and guidelines
• Inappropriate conduct or behavior unbecoming a student in a Catholic school

f. Academic Dishonesty Policy

The maintenance of academic integrity and quality education is the responsibility of each student at Santa Rosa de Lima Catholic School. Cheating or plagiarism in connection with an academic program at SRDLCS are an offense for which a student may be expelled, suspended or given a less severe disciplinary sanction. Academic dishonesty is an especially serious offense and diminishes the quality of scholarship and defrauds those who depend on the integrity of Santa Rosa de Lima Catholic School’s programs.

Such dishonesty includes, but is not limited to:

Lying

Lying is communicating untruths or misrepresentations in order to gain an unfair academic or employment advantage.

It includes, but is not limited to:

• falsifying information;

• misrepresenting one's own research;

• providing false or misleading information in order to be excused from classes or assignments; or

• intentionally underperforming on an assignment or assessment

Cheating

Cheating is the act of wrongfully using or attempting to use unauthorized materials, information, study aids, or the ideas or work of another in order to gain an unfair advantage.

It includes, but is not limited to:

• plagiarism on any assignment;

• giving unauthorized aid to another student or receiving unauthorized aid from another person on tests, quizzes, assignments or examinations;

• using or consulting unauthorized materials or using unauthorized equipment or devices on tests, quizzes, assignments or examinations;

• altering or falsifying any information on tests, quizzes, assignments or examinations;

• using any material portion of a paper or project to fulfill the requirements of more than one course unless the student has received prior faculty permission to do so;

• working on any examination, test, quiz or assignment outside of the time constraints imposed;

• the unauthorized use of prescription medication to enhance academic performance;

• submitting an altered examination or assignment to an instructor for re-grading; or

• failing to adhere to an instructor's specific directions with respect to the terms of academic integrity or academic honesty.

"Plagiarism" occurs when a student, with intent to deceive or with reckless disregard for proper scholarly procedures, presents any information, ideas or phrasing of another as if they were his/her own and/or does not give appropriate credit to the original source. Proper scholarly procedures require that all quoted material be identified by quotation marks or indentation on the page, and the source of information and ideas, if from another, must be identified and be attributed to that source. Students are responsible for learning proper scholarly procedures.

The term **"assignment"** includes any work, required or volunteered, submitted for review, academic credit, and/or disciplinary sanction.

All academic work undertaken by a student must be completed independently unless the faculty member or other responsible authority expressly authorizes collaboration with another.

Stealing

Stealing is the act of intentionally taking or appropriating the property of another, including academic work, without consent or permission and with the intent to keep or use the property without the permission of the owner or the rightful possessor.

g. Harassment, Bullying and Hazing Policy

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, and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents/guardians, and students.

Substantiated 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. For students in transitional kindergarten through third grade, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in fourth through eighth grade, the disciplinary action may include suspension or dismissal.

Harassment

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes but is not limited to:

Verbal Harassment

• Derogatory comments and jokes; threatening words spoken to another person

• Physical Harassment

• Unwanted physical touching, contact, or assault; deliberate impeding or blocking of another's movements; any intimidating interference with normal work or movement

Visual Harassment

• Derogatory, demeaning, or inflammatory gestures, posters, cartoons, written words, drawings, images, and photos

• Visual harassment can be communicated in person, in hard copy, or electronically (including on social media)

Sexual Harassment

• Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature

Bullying

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing, and/or threatening of another person.

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

Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse. Cyberbullying occurs when students bully each other using the Internet on iPads, computers, mobile phones, or other 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.

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.

h. Student Threats

The school will take all student threats seriously, including those from students that threaten to inflict serious harm to themselves or others or to destroy property. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, the principal, or a teacher. The principal should notify the police and the Department of Catholic Schools immediately.

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

The student who has made the threat shall be suspended until the police and school investigation has been completed, and at that time the student may face other disciplinary sanctions, up to and including removal from school.

The school will take all actions of a threatening nature seriously, including practical jokes or offhand comments, and the school will investigate them. The school may suspend or remove a student from school while the investigation is pending. On a case-by-case basis, the pastor and principal will make any decision to re-admit a student who has made a threat.

This student threat policy shall be communicated clearly to students, parents/guardians, faculty, staff, and volunteers.

i. Substance Abuse and Possession of Alcohol or Controlled Substances

Guidelines Related to Possession and Use

In the development of school policy, the following apply:

• All school policies must comply with state and federal laws that prohibit the use, sale, or delivery of alcohol to persons under 21 or of controlled substances to persons of any age, without a prescription.

• The school attitude and policy should be clear and not permissive.

• The school should consult law enforcement agencies when an alcohol or controlled substance violation occurs or the school learns of a violation, with each case judged individually.

• School policy is to be enforced.

If students or their friends experience problems related to the use of alcohol or controlled substances, the students should be encouraged to seek help from a school counselor for themselves or their friends. School personnel should have access to public or private resource agencies for substance abuse rehabilitation so that they can offer help to students and parents/guardians.

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

Procedures in the Case of Suspected Possession or Use

In cases where school administrators suspect a student's possession or use of alcohol or controlled substances on campus, school administrators should follow these procedures:

• Evaluate observable symptoms.

• Attempt to determine if the student is in possession of alcohol, drugs, controlled substances, or other harmful substances.

• Interview the student in the presence of an adult witness.

• Request the student's cooperation in conducting a search of his or her person and possessions (the search may include the student's locker, other locations on the school grounds, or the student's car if administrators suspect that controlled or other harmful substances may be hidden).

• Determine if the student needs medical attention; if the student requires emergency medical treatment, contact the parents/guardians and follow the instructions on the student's Emergency Card.

• Recommend that a physician examine the student.

• Provide information to parents/guardians regarding the availability of public or private resource agencies for rehabilitation.

In cases where school administrators verify a student's sale or possession of alcohol or controlled substances, school administrators should follow these procedures:

• The administrator should confiscate all physical evidence obtained as a result of the investigation: seal the evidence in a container bearing the date and time of confiscation, the name of the student from whom it was confiscated, and the signature of the person who confiscated it.

• The administrator should consult police. The degree of police involvement will be determined in each case.

If the student is arrested and removed from school, the law enforcement agency notifies the parents/guardians prior to the time that the student would normally return home from school. However, the school principal shall take immediate steps to notify the parents/guardians about the release of the student to the officer and where the student is reportedly being taken. Even if an arrest does not occur, the student may be suspended from school. The school should promptly arrange a conference with the parents/guardians and student.

j. School Searches

Students' legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the school's obligation to maintain discipline and provide a safe environment for the school community. School officials may conduct a search of a student's person and personal effects 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.

G. Electronic Usage Policy

48. Electronic Devices

Conduct in the Use of Electronic and Social Media

Conduct in the use of electronic media and in cyberspace has a real-world impact which can greatly affect our school's ability to nurture, educate, and support our students and families. Therefore, the school's rule and conduct policies, and those of the Archdiocese of Los Angeles (particularly "Sec. 1.1. - Code of Christian Conduct Covering Students, Parents, Guardians and Other Responsible Adults" of the Archdiocesan Policies and Procedures), will apply to the use of all electronic media, social websites, and internet usage. Students and parents are expected to conduct themselves according to the basic Christian principles of charity and love of neighbor when using electronic technological resources. Postings and content on such resources by students and parents must meet school conduct expectations.

Electronic Devices

Cell phones and other portable communication devices (iPhones®, iPods®, cell phones, walkie talkies, etc.) may be brought to school with parental permission.

However, all portable communication devices must be turned "OFF" and turned into the teacher. The devices will be returned to the student at dismissal time. Cell phones may only be used to contact parents. Failure to follow the rules may result in loss of privilege. Students may not text, call, take pictures or selfies while on school campus or while attending any school function.

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

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

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

Portable communication devices may be used at after school activities that are not conducted in the school, provided that they do not interfere with the activity or school operations. If a student uses a portable communication device or any of its functions for any reason during the school day without express adult permission, the following measures will be taken:

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

The school is NOT responsible for lost, misplaced, stolen 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 or stolen after they are confiscated and will NOT pay for any communications charges.

49. Bring Your Own Device Policy

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 archdiocesan Bring Your Own Device (BYOD) Policy is 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 not bring personal electronic devices to school with the expectation of a cell phone. While at school, students are required to connect to the school's filtered network connection.

Responsibility for Devices and Their Use

• All students and their families are required to follow the Acceptable Use and Responsibility Policy for Electronic Communications ("Archdiocesan AUP"), whether the device is provided by the student or the school.
• 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 turn in their devices to the teacher at the beginning of the day and may 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 or school 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.

50. Acceptable Use and Responsibility Policy for Electronic Communications (“Archdiocesan AUP”)

All information created and used in the course of activities for or on behalf of the Roman Catholic Archdiocese of Los Angeles ("Archdiocese") or an archdiocesan school, a parish, the seminary, a cemetery, the Archdiocesan Catholic Center, or another 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 its 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 adults, children, or youth and whether they are paid or volunteer staff, clergy, or members of religious orders in the Archdiocese or in any Location.

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

Definitions Electronic communication **systems** include but are not limited to email, telecommunications systems (including telephone, voice mail, and video), stand-alone

or networked computers, intranets, the Internet, and any other communication or data transmission systems that may be created in the future.

Electronic communication **devices** include but are not limited to regular and mobile telephones, two-way radios, facsimile machines, computers, laptops, electronic notebooks, tablets, audio and video equipment, flash drives, memory sticks, media players, and other communications equipment that may be created in the future.

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

Person in charge refers to the department head, manager, or supervisor of an archdiocesan department, entity, or corporation; the pastor, parish life director, pastoral associate, or parish business manager; or the superintendents of elementary schools or high schools, a supervisor in the Department of Catholic Schools, a principal, or a president or head of school, as applicable.

Location refers to an archdiocesan school, a parish, the seminary, a cemetery, the Archdiocesan Catholic Center, or another archdiocesan department or operating unit.

Electronic Communication Systems, Devices, and Materials and the Users Covered

Electronic communication systems, devices, and materials and the users covered include:

- All electronic communication systems, devices, and materials in the schools, parishes, seminary, cemeteries, archdiocesan departments or offices, or other archdiocesan operating units (the "Premises")
- All electronic communication 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 communication systems, devices, and materials, including but not limited to volunteers, clergy and religious, students, employees, staff, or contractors associated with the Archdiocese and/or the Location

Ownership and Control of Communications

All electronic communication systems, devices, and materials located on archdiocesan premises, and all work performed on them, are the property of the 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 Location, individuals may use archdiocesan systems, devices, and materials to access and use the Internet for personal business and web exploration outside regular business hours or during breaks. All users shall conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.

The Archdiocese and 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.

Internet Safety Policy

Any device accessed or used by minors on the Premises must use functioning and properly configured content filters to preclude access to prohibited content, including obscene, sexually explicit materials; adult or child pornography; and materials including applications that are otherwise harmful to minors or in violation of this Archdiocesan AUP.

Content filters for minors may NOT be disabled or turned off without obtaining prior permission from the archdiocesan Department of Applied Technology or the person with equivalent authority at the Location.

No unauthorized personal identification information regarding minors may be disclosed, used, or disseminated without proper authorization by a responsible person at the Location.

Minors' use of email, chat rooms, social networks, applications, and other forms of direct electronic communication on electronic devices at the Location must be monitored.

No person may engage in unlawful activities online, including hacking 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 or 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:

• Violate any rules of conduct, codes of ethics, or safe environment or any educational policies, including but not limited to those that apply to communications or the use of information

• Host any website on a domain that is not owned by the Archdiocese or, if the domain is owned by a third party, is not under contract with the Archdiocese

• Use the name, logo, identifying photograph, mission statement, or other singularly identifying information of the Archdiocese or a Location on a website or other social medium in such a manner that readers/viewers are led to believe that the website or social medium is an official site or medium controlled by the Location itself

• Post or cause distribution of any personally identifying information about the user or others without permission of 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; or web addresses/URLs of social networking sites or blogs)

• Post or distribute any communications, videos, music, or pictures that a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassment, disruptive, derogatory, or bullying; these include but are not limited to sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status

• Engage in improper fraternizing or socializing between adults and minors

• Engage in cyberbullying or other abusive online behavior

• Engage in pirating or unauthorized copying, acquisition, or distribution of copyrighted materials, music, videos, or film

• Post or send chain letters or engage in spamming (sending annoying, unnecessary, or unsolicited commercial messages)

• Record any telephone, video, or other conversation or communication without the express permission of the other participants in the conversation or communication, except where allowed by law

• 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 the Archdiocese of Los Angeles Copyright and Video Screening Policy)

• Damage, alter, disrupt, or gain unauthorized access to computers or other systems (e.g., use another person's passwords; trespass on another person's folders, work, or files; or alter or forward email messages in a manner that misrepresents the original message or message chain)
• Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communication systems (e.g., by unauthorized use or disclosure of passwords)
• Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or the assignment as given by a responsible adult
• Introduce or install any unauthorized software, virus, malware, tracking devices, or recording devices onto any system
• Bypass (via proxy servers or other means), defeat, or otherwise render inoperative any network security systems, firewalls, or content filters
• Allow any minor to access the Internet on Archdiocese or Location communication devices without active, monitored filtering of prohibited materials
• Allow any minor to use email, chat rooms, social networking sites, applications, or other forms of direct communications at the Location without monitoring
• Use electronic communication devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communications Commission (FCC) or that would violate FCC rules or policies
• Access or manipulate services, networks, or hardware without express authority
• Violate any other applicable federal, state, or local laws or regulations

Consequences of Violations of the 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 local or other law enforcement, and other appropriate disciplinary action.

Guidelines for Email Correspondence and Other Electronic Communications

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

proper care should be taken in creating and retaining electronic records for future use, reference, and disclosure, as applicable. See Document Retention.

Postings to "All Employees," "All Parents/Guardians," "All Seminarians," "All Parishioners," and the like on intranets or the Internet must be approved by the person in charge of the Location before the postings are sent out.

Use of personal electronic communication devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.

Archdiocese and Location systems, devices, and materials are not private and security cannot be guaranteed. User IDs and passwords are intended to enhance system security, not to provide users with personal privacy. User account passwords for systems that are not controlled by a centralized user directory or authentication system must be on record with the person in charge of the Location.

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.

All information systems that create, store, transmit, or otherwise publish data or information must have authentication and authorization systems in place to prevent unauthorized use, access, and modification of data and applications. Systems that transmit or publish approved information that is intended for the general public may allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information.

All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with current virus detection software. Immediately report any viruses, tampering, or other system breaches to the person in charge of the Location.

Critical information should be periodically copied onto backup storage. Information that is backed up 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.

Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.

Information systems hardware should be secured against unauthorized physical access.

51. Santa Rosa de Lima Acceptable use and Responsibility Policy for Electronic Communication

As used herein, the term “Computer[s]” refers to any desktop, laptop, iPad, cell phone or other mobile computing device owned or issued by Santa Rosa de Lima Catholic School to any student for school and/or home use. The term “Privately-Owned Computer[s]” refers to any privately-owned desktop, laptop, iPad, cell phone or other mobile computing device. The term “Computer Services” refers to Santa Rosa de Lima Catholic School’s network or Internet connections used to access school or Internet-based information.

All students are responsible for their actions and activities involving Computers and/or Computer Services, and for their Computer files, passwords and accounts. These rules provide general guidance concerning the use of the Computers and/or Computer Services and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity; students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact administration or the Technology Coordinator. These rules apply to all Computers and/or school Computer Services regardless of how they are accessed.

a. Acceptable Use

1. Santa Rosa de Lima Catholic School’s Computers and/or Computer Services are provided for educational purposes and research consistent with the Santa Rosa de Lima Catholic School educational mission, philosophy, schoolwide learning expectations, curriculum and instructional goals.
2. Students must comply with all Santa Rosa de Lima Catholic School policies, school rules and expectations concerning student conduct and communications when using Computers and/or Computer Services, whether on or off school property.
3. Students also must comply with all specific instructions from school staff and volunteers when using the Computers and/or Computer Services.

b. Prohibited Uses

Unacceptable uses of Computers and/or Computer Services include, but are not limited to, the following:

1. **Accessing or Communicating Inappropriate Materials** - Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials, images (still or video) or messages.
2. **Illegal Activities** - Students may not use Computers and/or Computer Services for any illegal activity or in violation of any Santa Rosa de Lima Catholic School policy/procedure or school rules. Santa Rosa de Lima Catholic School assumes no responsibility for illegal activities of students while using Computers and/or Computer

Services.

3. **Violating Copyrights or Software Licenses** - Students may not copy, download or share any type of copyrighted materials (including music or films) without the owner's permission; or copy or download software without the express authorization of the Technology Coordinator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school assumes no responsibility for copyright or licensing violations by students.

4. **Downloading "Apps" from Authorized Sources/Authority of School Staff to Search** - Students may download apps onto mobile devices issued by Santa Rosa de Lima Catholic School provided that those apps do not violate the other provisions of this section regarding "Prohibited Uses" and provided they are downloaded from a school-authorized source. In the event school staff discovers inappropriate materials on a student device, the device may be confiscated and the materials removed without student permission, even if it means the loss of student- purchased material, and appropriate restrictions may be placed on the student's future Computer use. The school staff also has the right to confiscate or search Computers at any time with or without cause as part of an effort to deter violations of these rules and to confiscate and search Privately-Owned Computers on school grounds upon reasonable suspicion of a violation of this "Prohibited Uses" section.

5. **Plagiarism** - Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc.). When Internet sources are used in student work, the author, publisher and web site must be identified.

6. **Use for Non-School Purposes** - Using Computers and/or Computer Services for any personal reasons not connected with the educational program or school assignments is permissible so long as those uses do not constitute a violation of the "Prohibited Uses" section of these rules and/or are not interfering with the educational purpose of these devices by the student or others.

7. **Misuse of Passwords/Unauthorized Access** - Students may not share passwords, use other users' passwords, access or use other users' accounts, or attempt to circumvent the network security systems and/or Computer Services.

8. **Malicious Use/Vandalism** - Students may not engage in any malicious use, disruption or harm to Computers and/or Computer Services, including but not limited to hacking activities, "jail breaking", and creation/uploading of computer viruses.

c. Compensation for Losses, Costs and/or Damages

The student and his/her parents are responsible for compensating Santa Rosa de Lima Catholic School for any losses, costs or damages incurred by the school district for violations of local Archdiocese policies/procedures and school rules while the student is using Computers and/or Computer Services, including the cost of investigating such violations. Santa Rosa de Lima Catholic School assumes no responsibility for any unauthorized charges or costs incurred by a student while using Computer and/or

Computer Services. The student and his/her parents/guardians are similarly responsible if the student takes any action with a Computer that has the purpose or effect of voiding any warranty in effect covering such Computer or of providing students access to apps that are available other than at the app source authorized for use by the school.

d. Student Privacy and Safety

A student should exercise caution, in consultation with a parent or school staff member, before revealing his/her full name, e-mail address, physical address, telephone number, social security number, or other personal information on the Internet. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher and/or parent if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

e. System Security

The security of the Computers and/or Computer Services is a high priority. Any student who identifies a security problem must notify his/her teacher, supervisor, or system administrator immediately. The student shall not demonstrate the problem to others or access unauthorized material.

f. Insurance Program/Information Sharing/Care, Damage, Loss and Theft

1. **iPads** - Apple iPads are loaned to Santa Rosa de Lima Catholic School students as an educational tool pursuant to the curriculum and may be used only for purposes specifically authorized by school staff and the Santa Rosa de Lima Catholic School program. The rules governing that program are incorporated herein by reference.
    - o **NOTE:** Each student is responsible for providing a durable screen protector, durable case and personal headphones at their own expense.

2. **Information Session and Insurance Protection for iPads**. Parents of Santa Rosa de Lima Catholic School students who are eligible to be issued a student device are required to attend an informational meeting before an iPad will be issued to their child. Both the student and his/her parent must sign the school's acknowledgement form before an iPad is allowed to be taken home.
3. **Information Sharing and Insurance Protection for District-Owned Mobile Devices.** The school shall share information regarding this policy and the practices, rules and regulations regarding the use of District-owned mobile devices. Before such devices may be taken home, parents must sign a consent form acknowledging their receipt and understanding of these policies, rules, and practices and must participate in the Insurance Protection Plan made available by the school department. Parents who

choose to not have their students take home their District-owned mobile device may decline to participate in the Insurance Protection Plan.

4. **Care of and Responsibility for Damage to Computers/iPads.** Students and their families are responsible for the proper care of Computers/iPads at all times, whether on or off school property, including costs associated with repairing or replacing the Computer/iPad. Santa Parents should be aware that they are responsible for any costs associated with loss, theft or damage to a Computer/iPad issued to their child.

    o **NOTE:** A general fee of $100 up to $500, depending on the damage, will be charged to a family every time a computer/iPad is submitted as damaged. After three damage submissions the device will be confiscated from the student and NOT returned to the family and/or student.

5. **Computer/iPad Loss or Theft and Loss or Theft Prevention.** If a Computer/iPad is lost or stolen, the loss or theft must be reported to the teacher and/or administration *immediately*. Additionally, if a Computer/iPad is stolen, a report should be made to the local police and the school technology ambassador *immediately*. With respect to the Santa Rosa de Lima Catholic School mobile devices, students must keep activated at all times the service that allows those Computers/iPads to be located remotely and must establish and keep activated at all times a security code which will prevent others from accessing the content and services of the Computers/iPads.

g. Scope of Policy and Rules Application.

Santa Rosa de Lima Catholic School's policy and rules concerning Computer/iPad and/or Computer/iPad Services use apply at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of Santa Rosa de Lima Catholic School-owned Computers/iPads.

h. Miscellaneous Issues.

1. **Confiscation/Restriction of Privileges/Disciplinary Action.** Violation of policies or rules governing the use of Computers/iPads and/or Computer/iPad Services, or any careless use of a Computer/iPad may result in a student's Computer/iPad being confiscated and/or a student only being allowed to use the Computer/iPad under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Santa Rosa de Lima Catholic School policies/procedures or school rules. Families with outstanding fees/balances on Smart Tuition will be ineligible for a school issued device. Families who are delinquent with one or more monthly tuition/fee payments will as a result have their child's school issue device confiscated.

2. **Required Sharing of Computer/iPad Passwords with School Staff.** Any student to whom a Computer/iPad is issued must share with the school department any passwords, codes, or keys to allow the technology staff unlimited access to any and all materials on the Computer/iPad. Failure to provide such access will result in a school

discipline and confiscation or limitations placed on future use of the Computer/iPad and Computer/iPad Services.

3. **Parent Access to Student Computer Passwords.** Upon request, parents may have access to their child's login password, codes, or keys. Parents are responsible for supervising their child's use of the Computer/iPad and Internet access when in use at home.

4. **Use of Computers/iPads by Others.** Computers/iPads may only be used by the student to whom it is issued or by any family members assisting them with their educational work and consistent with the educational purpose of these Computers/iPads. All use of Computers/iPads by all persons must comply with the school's Student Computer/iPad and Internet Use Policy and Rules.

5. **Return of Computers/iPads.** Computers/iPads must be returned in acceptable working order at the end of the school year or whenever requested by school staff. Students will also be required to turn in Computers/iPads before the end of the school year, at which time they will be inventoried, updated as needed, and subjected to search for materials in violation of this policy.

i. Additional Rules for Use of Privately-Owned Computers/iPads by Students

1. Students are NOT permitted to use Privately-Owned Computers/iPads in school provided that they comply with the policy and rules governing Computer/iPad and Internet Use, there is a suitable educational basis for the request, and the demands on the school district's network or staff are reasonable. In addition, if requested, the student must provide to the technology ambassador such information as IP addresses and login passwords as to enable enforcement of all policies and rules regarding use of Computer/iPad Services.
2. The technology ambassador and principal have the authority to determine whether use of a student's Privately-Owned Computer/iPad would place an undue burden on or could interfere with the Computer/iPad Services.
3. The student is responsible for proper care of his/her Privately-Owned Computer/iPad including any costs of repair, replacement or any modifications needed to use the computer/iPad at school.
4. The school and/or district is not responsible for damage, loss or theft of any Privately- Owned Computer/iPad.
5. Students have no expectation of privacy in their use of Computer/iPad Services while using a Privately- Owned Computer/iPad at school.
6. Violation of any Santa Rosa de Lima Catholic School policies, administrative procedures or school rules involving a student's use of Computer/iPad Services or a Privately-Owned Computer/iPad may result in the revocation of the privilege of using the computer/iPad at school and/or disciplinary action.

7. Santa Rosa de Lima Catholic School may seize any privately-owned computer/iPad used by a student in school without authorization as required by these rules and the contents of the computer/iPad may be searched in accordance with applicable laws and policies. The computer/iPad will be returned to the owner when it is no longer needed for investigatory or evidentiary purposes.