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IMMACULATE CONCEPTION SCHOOL HISTORY

The Immaculate Conception Parochial School first opened its doors to children of the parish in 1922. The original school building contained four classrooms.

A small group of the Sisters of Loretto, whose motherhouse is at Nerinx, Kentucky, was placed in charge of the new parochial institution. Under the direction of Sister Mary Paul, the Superior, they took up residence in the commodious two-story convent, which had been erected just south of the school building on Shamrock Avenue. Sister Mary Alexander was principal other members of the staff were Sister Mary Paneratus and Sister Mary Eymard.

Original enrollment for the school numbered 83 children. By the end of the school year 123 students were being taught by the Sisters. In the years that have followed, a steady increase in the number of students has necessitated enlargement of both the school and the convent.

Two additional classrooms, a large auditorium and principal's office were added to the original school building in 1938. In 1951, a separate building, containing two large classrooms were erected. They were completed in time for that year's school openings.

There were 350 students enrolled in the school by 1947. In September 1951, the registration had passed the 500 mark. More than 600 children were taught during the school year of 1954-55, with a teaching staff of 8 Sisters and 3 lay teachers.

Sister M. Pachomia, Superior of the Convent, passed away on March 19, 1917. The chapel was blessed by Monsignor Dolan, of Los Angeles, on August 25, 1937, and the first Mass celebrated in it by Father Marron on August 30, 1937. A new, one-story wing had to be added to the convent building in 1963, to accommodate the growing community of Sisters.

Mission Statement:

As educators of Immaculate Conception School, we believe that the purpose of a Catholic education is to provide a foundation in the Scriptures, Traditions, and on-going teachings of the Catholic Church. We develop faith based, life-long learners, who exemplify the pursuit of excellence in all opportunities found in our global community.

Statement of Philosophy:

“Let the little children come to me...the kingdom of God belongs to such as these.”
(Matthew 19:14)

We believe that Catholic education is to lead the child toward spiritual, intellectual, social, physical, and psychological excellence, which is Christ-centered. Furthermore, we direct our energies toward awakening in each child a sense of self-worth and responsibility as a member of the Christian community.

We respect the right of the parents as primary educators and try to familiarize ourselves with the cultural background of each family, so as to become true partners in the education and development of the whole child.

We attempt to create a Christian community in our school that will foster a spirit of love, support, and openness among our administration, faculty, parents, and children.

We realize that education is an on-going process, so we commit ourselves to continued renewal and updating in all areas of the curriculum.

We commit ourselves to witnessing our Catholic beliefs and strive to guide the children to make choices on gospel values, so that they may grow in wisdom, age, and grace.

**IMMACULATE CONCEPTION SCHOOL
FACULTY AND STAFF
2008-2009**

ADMINISTRATION

PASTORAL ADMINISTRATOR
PRINCIPAL

Reverend Charles Ramirez
Dr. Patricia Taepke

FACULTY

KINDERGARTEN

Ms. Laura Munoz, M.S.

FIRST GRADE

Sister Cecelia Dougherty, OSB, M.Ed.

SECOND GRADE

Mrs. Jacqueline Agosto

THIRD GRADE

Miss Jacquleen Maldonado

FOURTH GRADE

Miss Angelica Baro

FIFTH GRADE

Mrs. Desiree Friedman

SIXTH GRADE

Mr. Dan Busser

SEVENTH GRADE

Ms. Erin O'Reilly

EIGHTH GRADE

Ms. Grace Tracy

MUSIC

Mrs. Laurel Bullara

SPANISH

Miss Angelica Baro

PHYSICAL EDUCATION TEACHER

Mrs. Kathy Reed

STAFF

SECRETARY

Mrs. Sigrid Caldera

SECRETARY

Mrs. Barbara Weber

DAYCARE

Mr. Guillermo Brana

DAYCARE

Mrs. Fabiana Kalkum

HOT LUNCH COORDINATOR

Mrs. Bessie Acosta

PARENT BOARD

2008-2009

(Parent Teacher Organization)

Co-President	Pete Wellington	909-592-8206
Co-President	Tina Wellington	909-592-8206
Co-President-Elect	Sergio Avila	626-393-7247
Co-President-Elect	Mariela Palacios	626-393-7627
Vice President	Rose Castillo	626-841-2409
Treasurer	Sophia Ochoa	323-683-5016
Ways & Means	Elaine Lopez	626-821-6564
	Alexandra Sanchez	626-359-8653
Recording Secretary	Vicky Zadian	626-303-3661
Corresponding Secretary	Yvette Villegas	626 -244-5455

**Mandatory PTO meetings are scheduled on September 10th,
January 21st, and May 6th.**

Immaculate Conception School **Schoolwide Learning Expectations**

Graduates of Immaculate Conception School are:

A. Persons of faith who:

1. develop a friendship with God the Father, His son Jesus, and the Holy Spirit
2. speak to Jesus in prayer
3. believe and follow the teachings of the Bible and the Roman Catholic Church

B. Self-directed persons who:

1. know right from wrong
2. try hard in all they do
3. have a good attitude and work well with others
4. set goals and work towards them

C. Continuous learners who:

1. work toward understanding all subject areas
2. think on their own, and work through problems
3. use new skills to keep learning

D. Responsible citizens who:

1. respect and understand the differences in others
2. care for all things God has made
3. share with those who are poor and needy

E. Successful communicators who:

1. draw, speak, and write to the best of their ability
2. respect and listen to others' ideas
3. show kindness to others through words and action

ADMISSION POLICY

Immaculate Conception Catholic Elementary School will enroll all eligible Catholic children when space is available, regardless of sex, race, color, racial and ethnic origin according to the following priorities:

1. Testing results (The recommended age for Kindergarten is five years on or before September 1st, but required by December 1st. All admissions are at the discretion of the school administration.)

2. Siblings of Current Immaculate Conception Students

Families already in school, who are registered, and are actively supportive parishioners,. Actively supportive means many things, but most importantly the family attends Sunday Mass (Liturgies) here at Immaculate Conception Church, receives the Sacrament of Reconciliation, and often participates in the school and in the larger parish family activities. Financial support of the parish family is also required. This will be done through the use of parish envelopes each week.

3. Actively Supportive Parishioners

Families not already in school, but who are registered and are actively supportive parishioners. Actively supportive means many things, but most importantly the family attends Mass here at Immaculate Conception Church, receives the Sacrament of Reconciliation, and often participates in the school and in the larger parish family activities. Financial support of the parish family is also required. This will be done through the use of parish envelopes each week.

4. Catholic School Transfers

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

5. Non-Supportive

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

6. Non-Catholic

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

A student is not actually enrolled until the school receives all required documents:

1. Birth Certificate, baptismal certificate, current report card, immunization records.
2. Parents sign the contract and commit to service hours and fundraising.
3. The principal in consultation with the pastor decides acceptance of any student.

Immaculate Conception Catholic Elementary School admits students of any race, color, racial or ethnic origin to all the 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, racial or ethnic origin, in administration of its education policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

Grievance and Arbitration Procedures – Immaculate Conception Elementary School adheres to the grievance and arbitration procedures of the Archdiocese of Los Angeles that were developed by the Archdiocesan Board of Education.

ACTIONS/ATTITUDES OF PARENTS/GUARDIANS

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

ATHLETICS

Immaculate Conception School maintains an active athletic program through the Physical Education Program for Grades K-8 and after school sports for Grades 3-8. Boys and girls teams compete with other schools in the leagues and tournaments through the Catholic Youth Organization (CYO) Program. The purposes of our After School Sports Program are: (Archdiocesan Code 5700.1)

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

Students who wish to participate in after school sports (volleyball, basketball, football, soccer, cheer, track) must try-out during the designated times, and agree to the terms of the Sports Contract (Appendix XII), maintain a "C" or above in all subjects, and a "G" or better in conduct and effort (see page 13 and Appendix XIII).

ATTENDANCE

Absences:

1. If a student is absent, it is the parents' responsibility to call the school office at (626) 358-5129, by 9:00 AM each day the child is absent.
2. It is required that a written excuse be sent with the child upon returning to school after any absence.
3. If a child has been diagnosed as having a contagious disease, please notify the office so that precautions can be taken and notifications sent home. No student having had a contagious disease will be admitted to school without a doctor's release.
4. Every attempt should be made to schedule medical and dental appointments during vacations or after school hours.
5. In the event that an appointment must be made during school hours, parents must sign out their student in the office. The student will be called to the office. No student may leave or return to school without the signature of a parent, guardian, or other delegated adult.
6. In the case of an absence, a student will have the opportunity to make up work missed. It is the student or parents' responsibility to request the work.
7. If a student is absent for 15 days or more in one quarter, the student will receive an "Incomplete" in all subjects. The student will then have a given time to make-up the missed work for a grade. If the work is not made up, the "Incomplete" grades will become "F's".
8. Absence because of vacations, trips, or because the child is needed at home to baby-sit, etc. are not acceptable excuses, nor are they legal excuses of absence. Three such absences in one year will be reported to the truant officer according to the California Education Code.

Tardiness:

Please note that students should be in line with their class at 7:55 AM.

A student is tardy if he/she arrives after the second bell (7:55AM). If he/she comes after 10:00 AM, he/she is marked absent half a day. (See Discipline Code) When a student leaves before 1:15 PM, it will also be recorded as a half-day absence. Tardy students must report to office for tardy slip prior to entering class.

If you wish an absence or tardy to be recorded as a medical excuse, you must send a form signed by the doctor or his representative to the homeroom teacher when the student returns to school. Only time spent in a hospital or at a doctor's office can be considered for "medical excuse".

During school hours, 7:55 AM to 3:00 PM, any student coming to school late or leaving school early must report to the school office before being admitted to class or leaving school.

Truancy:

A student who is absent from school without a valid excuse more than three days in one school year or is tardy in excess of thirty minutes on each of four days or more in one school year is truant.

That student can be reported to the attendance officer of the local public school district. (Archdiocesan Code 5200.3)

BICYCLES - SKATEBOARDS - SKATES – ROLLERBLADES

- 1). Bicycles are to be walked onto and off the school grounds. Children who violate this rule will be subject to the School Discipline Code. Please see that your child's bike has a lock.
- 2) Skateboards, skates, scooters or roller blades are never to be brought to school. They will be confiscated.

BOOK BAGS / BACKPACKS

All students are required to have a book bag/backpack of some type to protect books and materials. To ensure that the school campus remains safe for students, searches for drugs and weapons are conducted by necessity without warrants. All backpacks/book bags, which are used by students and brought onto Immaculate Conception Elementary School campus, are subject to search by school personnel in cases where imminent danger is present. When there is no imminent danger, parents may be contacted before the backpack/book bag is searched. Rolling backpacks are permissible if needed. Any child caught running with or swinging any type of backpack will receive automatic detention.

BOOKS

Textbooks are numbered and assigned to students who are expected to be responsible for their proper care. Books are to be covered at all times and carried to and from school in a book bag or backpack to minimize wear and tear. Lost or damaged books should be reported and paid for immediately. Stretchy, non-adhesive book covers are mandatory. Students caught without these book covers will be fined.

CARS

You are asked to refer to the map on (Appendix III) regarding drop-off, pick-up and parking. It is essential for safety and traffic flow that you follow these instructions. Please drive slowly when entering and/or departing the parking lot. **Do not exceed a speed limit of 5 miles per hour when entering or leaving the school campus.**

Everyone must only pull forward in the car line. **Never drop or pick up in the parking lot.** At all times be aware of your children and others.

CHEWING GUM

Chewing gum is not allowed at any time during any school function either on or off campus (i.e. field trips, sporting event, etc.), and is punishable by a \$5.00 fine and detention. If fine is not brought back the following day an additional detention will be given.

CHILD ABUSE REPORTING POLICY

The California Penal Code Section 11166 requires that any employee of a school who knows or reasonably suspects that a child has been a victim of child abuse or neglect must report the incident to a child protective agency immediately by phone.

Child abuse or neglect is defined as any act or omission that endangers or impairs a child's physical or emotional health and/or development.

This includes:

- ❖ Physical abuse and/or corporal punishment
- ❖ Emotional abuse and/or deprivation
- ❖ Physical neglect and/or inadequate supervision
- ❖ Sexual abuse and/or exploitation
- ❖ Persons required to report child abuse are not liable either for civil damages or for criminal prosecution for reporting child abuse.

CHOIR

Students need to see the Parish Music Director to participate in the Parish Youth Choir. This is open to students from Grades 4-8 who are interested and show some musical talent. They participate in parish liturgies and community activities. The Immaculate Conception School Choir is under the direction of our Music Director and will participate in liturgies sponsored by the school.

CLOSED CAMPUS

No student is permitted to leave the school grounds during the school day without written permission from a parent or guardian. During any activity, a student may not leave the grounds without a written permission note from a parent. All parents dropping off lunches must leave them in the office. Students are not permitted to be in classrooms or playground areas without supervision, including before and after school. Unsupervised students will be sent to daycare. Any student wishing to stay after school for an athletic event must be accompanied by an adult in charge. All visitors to campus, including parents, must sign in at the school office and obtain a visitor's badge. Parents may never enter a classroom without permission. Parents are not allowed to visit during the school day.

CODE OF CHRISTIAN CONDUCT

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

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

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

Students and parents/guardians may respectfully express their own concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive. These expectations for students and parents/guardians include, but are not limited to all school sponsored programs and events (e.g., extended day care, athletics, field trips, etc.)

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

COMMUNICABLE DISEASE

Parents must call the school office when their child has a communicable disease. The information is needed to notify other children who may have been exposed to the disease.

COMPUTERS

All students will read and sign the Computer Network User Agreement (Appendix X) before being allowed to use school computers. Any damage to or misuse of school equipment or inappropriate use of the network and Internet access will result in serious consequences including expulsion from Immaculate Conception Elementary School.

E-MAIL POLICY

All Staff members' electronic correspondence with students shall be limited to purposes related to education.

Parents are responsible for the electronic messages sent by their children to classmates, fellow students and staff from their home/personal computers. Parents should monitor computer use in their own homes.

CONFERENCES

Formal conferences between parents and teacher are scheduled in November following the first quarter report card. Parents will sign up for the November Conference at Back to School Night. Parents may request conferences at other times during the school year.

If at any time you feel it necessary to talk to any teacher, please make an appointment by calling the office or writing a note to the teacher. It is not acceptable to confer with a teacher at unannounced times, because of his/her responsibilities before, during and after school.

The principal is available for conferences. It is best to make an appointment, but we hope that each parent feels free to express his/her concerns and suggestions at any time.

Often it happens that a parent or student has a difficulty or challenge that needs attention. Sometimes the parent will contact the Pastor of the parish. While the Pastor is the Administrator of the parish school, the ordinary way to resolve conflict is to speak with the teacher first. If no resolution is found, please contact the principal. This ordinary and standard way should resolve all conflict. However, if after the ordinary way has been exercised and resolution to the problem is not satisfactory, please contact the Pastor.

DISASTER (EARTHQUAKE) (See Appendix I for details)

1. The disaster signal is a command from the teacher or Principal to "DROP".
2. Everyone immediately takes cover under his/her desk; face down, and away from the windows.
3. Absolute silence is required while awaiting instructions.
4. At the given signal, students will vacate the building and go to the field area.

Procedures

- The role of the school staff in an emergency is to care for student safety.
- The school will instruct students in emergency procedures: fire, earthquake, etc.
- Students will be kept in the school environment until they can be reunited with a parent/guardian. School entrances will be closed. Signs will be posted indicating the gate where students may be picked up. Parents may not drive into the parking lot.
- Parents must be certain the Emergency Card is accurate and completely filled out each year and returned to the school. Please inform the school of any changes.
- Students should know the person designated on the Emergency Card who will care for them or possibly take them from school. Students will only be released to adults listed on the Emergency Card.
- Parents should not call the school as that ties up our phone line.
- Parents should listen to the Emergency Broadcast System for emergency information.

DISCIPLINE

Teachers are NOT expected to tolerate disrespect or verbal abuse from any student or parent. Neither do we expect a class to regularly put up with a disruptive force. If a teacher deems it necessary, any problem student may be sent to the office to speak with the principal who will counsel the student and may notify the student's parent. Continuous offenses will necessitate parental conference and/or suspension. Documentation of a student's behavior may become a part of a child's permanent record file. If a parent refuses to sign a detention or a citation, this will warrant a conference with the teacher and the principal.

- ❖ Discipline in the Catholic Schools is to be considered an aspect of moral guidance and not a form of punishment.
 - ❖ The school reserves the right to ask any student involved in criminal proceedings to study at home pending the outcome of the investigation/trial.
 - ❖ In cases where the parental attitude is uncooperative, destructive, or non-supportive of the school, its personnel or policies; the principal will request that the student be transferred to another school.
 - ❖ The principal, in consultation with the Pastor, is the final recourse in all-disciplinary matters and can, for just cause, at his/her discretion waive any disciplinary regulation.
- See Appendix II for details of Immaculate Conception Discipline Code.

Conditions of Detention

The following are reasons for automatic detention: Disrespect of adult in authority, use of inappropriate language, rough housing, yelling, pushing, fighting, endangering the safety of other students, items not returned with required parent signatures, inappropriate behavior in church, and students who are tardy three times.

Conditions of Suspension

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

1. Fighting and/or pretending to fight
2. Any type of truancy
3. Involvement in a criminal proceeding
4. Consistent defiance of school rules, personnel, or administration
5. Disrespect
6. Lack of cooperation
7. Harassment
8. Public and overt breaches of Catholic moral teaching
9. Kissing or other inappropriate behavior of a similar nature between students on the school campus, or at any school activity including sports and field trips.
10. Leaving campus during school hours without written permission from parent.
 - Two or more suspensions during a school year may be grounds for expulsion

Conditions for Expulsion

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

1. Actions gravely detrimental to the physical, moral and spiritual welfare of others.
 2. Habitual profanity or vulgarity.
 3. Assault, battery or any threat of force or violence directed toward any school personnel or student.
 4. Open persistent, defiance of authority or the teacher or the principal.
 5. Continued willful disobedience.
 6. Use, sale, distribution or possession of narcotics.
 7. Use, sale, distribution, or possession of any alcohol, for beverage purposes on or near school premises.
 8. Smoking or possessing tobacco.
 9. Willful destroying, cutting, defacing, or otherwise injuring in any way, property, real or personal belongs to school, staff, or student.
 10. Habitual truancy (Art.6102.1 c)
 11. Possession of weapons or materials that can be used as weapons.
 12. Theft
 13. Misuse, inappropriate use of school computers and/or Internet access.
 14. Threatening school personnel or fellow students.
 15. Public and overt breaches of Catholic moral teaching.
 16. Membership in, active involvement with or dress in a gang or group responsible for coercive or violent activity is grounds for expulsion.
- ❖ In cases where students show no signs of cooperation and are a continual disruptive force - the principal reserves the right to request that parents to withdraw their child/children from the school immediately. In the event the parent refuses to withdraw the student, the principal has the right to expel the student from Immaculate Conception Elementary School.

EXTENDED DAY CARE

Day care is provided for children of school families from dismissal time to 6:00 P.M. everyday school is in session. All fees are to be turned into the office on the 1st of every month. An immediate late fee is due if a child is picked up after 6:00 PM. Use of Extended Day Care is a privilege. Any misuse of its services or abuse of its personnel will result in loss of the use of day care or other disciplinary action.

- ❖ Any student who is on campus after 3:15 P.M. will automatically be sent to Day Care.

EXTRA CURRICULAR ACTIVITIES (Eligibility)

All students participating in any extra-curricular activities must meet the following requirements:

1. At least a "G" in conduct on the report card.
2. At least a "C" average grade in each major academic subject area.
3. Visible effort in academic endeavors.
4. Eligibility for an individual student may be determined at the discretion of teacher and principal. Temporary suspension from activities may take place at any time, until the next Progress Report or Report Card, for lack of one of the above requirements.
5. Principal, Athletic Director or teacher will notify parents directly of any necessary suspensions.

FAMILY/CUSTODY - The Non-Traditional Family

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 known in writing. The school remains a neutral party in all disputes.

FAMILY SERVICE HOURS

The tuition that families pay at Immaculate Conception School only covers a portion of the cost of educating their children. In order for the school to be able to fully fund the cost of education, Immaculate Conception relies on fundraisers to bridge the gap. **SERVICE HOURS NEED TO BE TURNED IN ON TIME ON SPECIFIED DATES.** Otherwise, these *will not be counted or credited.* Service hours are to be turned in on a regular basis in order to be updated. There are many opportunities available to parents to complete their service hours. The PTO booklet and/or guide specify some activities that are mandatory in nature. You may also inquire school office for further information.

FIELD TRIPS

When a class plans an educational field trip during the year, there may be a fee for admission and/or transportation. Parents may also be asked to chaperone. All school rules are in effect on field trips.

Transportation for field trips may be by private car if the trip is within 3 miles of the school and no freeways are used. Parents who drive private cars on field trips must present a valid drivers license and insurance card to the school office prior to providing transportation for a field trip. Seat belts must be in working condition for each passenger.

FINANCIAL AID

Any financial aid arrangements made by Immaculate Conception Elementary School or the Catholic Education Foundation of the Archdiocese of Los Angeles are for **one school year only.** Aid is not given on a continual basis. Any family in need of financial assistance should speak with the Principal.

FIRE DRILLS

- ❖ Fire drills are done once a month on a regular basis.
- ❖ The fire signal is a continuous blast of the bell.
- ❖ Everyone in the school building is to exit quickly, and walk quietly to his or her designated area and remain until the principal dismisses the class.

GRADING POLICY

Academic Grading Policy

Letter grades are given for academic achievement in grades 3-8. "O", "G", "S" and "NI" are given in Grades K-2. All students are expected to make satisfactory progress. Any student who does not maintain at least a "C" average may be asked to leave Immaculate Conception Catholic Elementary School. We expect students to complete their work, cooperate with the staff, and make every effort to learn. Students are to have all required supplies and be prepared for every class, including Art, Computer, Music, Spanish and PE.

GRADE SCALE

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

Conduct Grading Policy

The student's conduct grade will be based on the degree to which he/she adheres to the School Discipline Code at all times and places.

HARASSMENT POLICY

Immaculate Conception Elementary School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student, employee, religious or priest is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

Harassment occurs when an individual is subjected to treatment in the school environment that is hostile or intimidating because of the individual's race, creed, national origin, physical disability or gender.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action.

Students found to have filed false or frivolous charges will be subject to disciplinary action up to and including dismissal. See policy in Appendix V.

HEALTH FORMS (Health Department Regulations)

1. Emergency Information Card - All students. Three different phone numbers required in the event of an emergency.
2. Child Health and Disability Prevention Form (California Health Regulation A.B. 2068) - All students who enter school on or after September 1, 1976.
3. Archdiocese of Los Angeles Health Questionnaire - All students. Must include comments concerning any special health precautions.
4. All students entering first grade must have a completed Report of Health Examination for School Entry signed by a physician on file.

Immunizations Required (Health Department Regulations for all students)

1. Four (4) POLIO (TOPV) - three (3) doses meet requirements for ages 4-6 if at least one was given on or after the 4th birthday.
 2. Five (5) DPT and/or TD (Diphtheria, Pertussis or Whooping Cough, Tetanus) or (Tetanus and Diphtheria only) - four (4) doses met requirements for ages 4-6 if at least one was on or after the 4th birthday. For 7th grade, one (1) dose recommended if more than five (5) years since last dose.
 3. Two (2) MEASLES (Rubella - 10 day, red measles) received after 1st birthday.
 4. Two (2) RUBELLA (German Measles - 3-day measles) received after 1st birthday.
 5. Two (2) MUMPS received after 1st birthday.
 6. One (1) MANTOUX (STU PPD) for first time entry to California school.
 7. Three(3) HEPATITIS B (also effective 7/1/99 for entry into 7th grade)
- One (1) does of VARICELLA for kindergarten entry effective 7/1/01 or Health Care Provider documentation of Varicella disease or immunity.

Medication

No medication, including cough syrup, cough drops, Tylenol, etc., may be given to any student unless there is a Doctor's signature, with the name of medication, dosage and time to be given. This information along with the medication is kept in the Office. The form is available in Appendix IX. Please copy it as necessary.

- ❖ No medication may be kept in the classrooms, book bags or with a student.

Readmission after Illness:

A student who has been absent from school because of a reportable communicable disease must have a permit issued by the Public Health Department, a physician, or a nurse, before he/she is readmitted to school. The principal may readmit a student absent because of non-reportable communicable diseases such as chickenpox, rubella and influenza.

HOLY CHILDHOOD ASSOCIATION

The Holy Childhood Association is a worldwide Catholic association of youth who, through their donations, help children in third world countries who are denied the essentials of healthy and secure lives. Students of Immaculate Conception School are dedicated to helping the poor through their participation and donations to the Holy Childhood Association and to responding to Jesus' words "What you do for the least of my brothers, you do for me". (Mt. 7:12)

HOMEWORK

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

Time Allotments:

Grades 1-2: Not to exceed one-half hour
Grades 3-6: Not to exceed one hour
Grades 7-8: Not to exceed two hours

- ❖ Homework is normally assigned each day except for Friday and the eve of holidays.
- ❖ Projects may be assigned at any time. Because of the workload, students may need to work weekends and holidays from time to time.
- ❖ Homework is for reinforcement purposes. However, we ask that parents be mindful of the fact that homework assignments are not always written. Research and reading assignments should be done with as much care as the written assignments.
- ❖ Some long-term projects may be assigned, and are considered part of the homework.
- ❖ Students receive Homework Assignment Agendas and parents must sign these daily.

NOTE: The ability of the individual child may cause a variation in the time needed to complete an assignment.

HONORS

Academic Honor Roll:

The Honor roll is computed quarterly in grades seven and eight. It is an important means of assisting students to work to their potential. The honor roll is based on a 3.0 to 4.0 grade point average. (GPA) with no grade lower than a "C" in the seven major academic subjects; Religion, Math, Science, Reading, English, Spelling and Social Studies. Student must also have an "O" or "G" in conduct/effort. Three detentions within a quarter will cause forfeit of this award as will any disciplinary suspension and habitual disregard of uniform regulations.

Grade Point Average (GPA) is computed as follows:

A = 4.0	B = 3.0	C+ = 2.5	C- = 1.5
B+ = 3.5	B- = 2.75	C = 2.0	D = 1.0

Conduct/Effort Certificates (7th & 8th grade)

Conduct/Effort certificates are given each quarter to those 7th and 8th grade students who have an "O" or "G" in conduct/effort with no grade lower than an "S" in each major subject effort grade. Three detentions within a quarter will cause forfeit of this award as will any disciplinary suspension and habitual disregard of uniform regulations.

Attendance Award:

An award for perfect attendance will be presented at the end of each school year. If a child is tardy during the school year, he/she will not be eligible for the perfect attendance award.

Gold/Blue Cords at Graduation:

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

1. Must have a 3.5 to 4.0 average during the eighth grade year.
2. Must have at least a "G" in conduct (for the year) during the eighth grade year.
3. Must have completed 40 hours of service during their eighth grade year.
4. Subject to no major disciplinary action during their eighth grade year.

In order to qualify for a **blue cord** at graduation, a student must meet the following requirements:

1. Must have a 3.0 to 3.49 average during eighth grade year in each of the major academic areas.
2. Must have at least a "C" in conduct and effort and have no major disciplinary action during the eighth grade year.

HOT LUNCH

Immaculate Conception School has a complete Hot Lunch Program. The program is optional and may be ordered monthly. Deadlines for ordering are included on the order form and must be followed. Credit slips for hot lunches will only be issued when a child is absent for illness. They will not be issued for any other reason.

INSURANCE

Through a program of the Archdiocese of Los Angeles, insurance is provided for all students. This insurance assists in the medical expense incurred for accidental bodily injury sustained by students while attending school, while traveling to or from school, or while participating in a solely school-sponsored and supervised activity.

This is a secondary insurance policy. Any accident should be reported to the office and an insurance form will be issued. Details of the insurance plan are distributed at the beginning of the school year.

LITURGY - PRAYER

Since religious education is an integral part of a child's growth, each class will attend weekly Mass. Liturgical celebrations on a seasonal basis will be observed, as well as class prayer services and penance services. The school will celebrate a special student body Mass weekly.

Prayer observance: Since this is a Catholic parish school, the greatest emphasis is to be placed on providing a Catholic Christian education for all students. In order for this to be done, we ask God to bless our work, guide our teachers and parents in their own faith journey, and teach our children how to touch God and be in a relationship with God.

Families are expected to attend Sunday Mass and to be active parishioners, as parents are partners with Immaculate Conception School in nurturing a faith life in the students.

LOST AND FOUND

All students' belongings should be clearly labeled by name. There will be a table outside the office once a month for all Lost and Found items. Any article with no name will be given to a charity organization after a few weeks.

MIXED PARTIES

Mixed parties involving students of the upper grades even when they are held at home or at school, are strongly discouraged. Parents/guardians are asked to cooperate with this regulation, even though strictly speaking, the matter of parent-sponsored parties is under parental control and not that of the school. The exception to this regulation would be a school-sponsored party having the approval of the pastor, the principal, and the parents, and supervised by school personnel.

OFF-CAMPUS PERMISSIONS

At no time during the daily school session should students be allowed to leave the school grounds, even during the recess or lunch period, except by previous arrangement with the parent or guardian, by means of a written permission signed by the parent. Students leaving campus for medical appointments or due to illness must be signed out in the office by a parent. Students leaving campus during or after school without a signed note by a parent will result in suspension.

PARENT-TEACHER ORGANIZATION

- ❖ The Parent Teacher Organization includes all parents, and every parent is expected and strongly encouraged to attend the three general meetings during the year.
- ❖ The Parent Teacher Organization represents the parents in fundraising and most importantly, by assisting communication between parents and administration.
- ❖ Board members are elected each spring.

PARENT NEWSLETTER

A parent newsletter is sent home each Thursday in the family envelope to keep you informed of school activities. The oldest child in each family is given the newsletter to bring home. We ask your cooperation in returning it on Friday. The family envelope must be returned by Friday of each week. There will be a \$5.00 fee to replace a lost envelope. The family envelope needs to be returned by Monday or the student responsible will receive a detention.

PRIVACY/CONFIDENTIALITY POLICY

At Immaculate Conception School confidentiality is the responsibility of every educator, employee, student, and parent. All must respect the privacy and dignity of all students, families, the school, parish staff members, the pastor and the principal.

Verbal/Written Confidence Policy:

Teachers, counselors, retreat leaders and other school personnel will respect the verbal or written confidences of adults and students, except in cases where health or safety of the student or others is involved.

PROBATION CONTRACT

Students who need special help in maintaining school or classroom rules, doing their schoolwork or homework in an acceptable manner, or improving their attitude will receive a probation contract. This contract will contain specific expectations for improvement and exact consequences in case improvement does not occur as quickly or as consistently as expected. The contract will be discussed with the student by the principal and the student, parents, teacher(s) and principal will be required to sign the contract.

RECOMMENDED TRANSFER RESULTING FROM PARENTAL ATTITUDE

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

In such a case, it is imperative that the opinion of the principal regarding the practical impossibility be sustained from a pastoral point of view by the pastor. The regulations governing recommended transfer would then be applicable.

RELIGIOUS EDUCATION PROGRAM

The Immaculate Conception Elementary Religious Education Program operates on Wednesday, Thursday and Saturday. School students may not disturb the CCD classes to go into the classroom to pick up forgotten items.

REPORT CARDS

Report Cards will be distributed at the end of each quarter for grades 1 through 8. Kindergarten students receive two report cards each school year. A parent-teacher conference is set up with each parent at the end of the first grading period. The first quarter report card will be given to the parents just prior to parent teacher conferences in the fall. Optional parent-teacher conferences will be made available at the end of each quarter, or at any time during the year. Progress Reports will be sent home with students at mid-quarter only when grades fall below a "C" in any major subject. These are to be signed by the parents and returned promptly.

RIGHT TO AMMEND

The principal reserves the right to amend this handbook during the school year. Parents will be notified through the Parent Newsletter if changes are made.

SACRAMENTAL PREPARATION

Parents of students in Grade Two must be willing to participate in the parish sacramental preparation program as a condition to their child's receiving the Sacrament of Reconciliation and First Eucharist. Additionally, parents are expected to attend additional school-sponsored meetings prior to their child's sacrament reception. A sacramental fee of **\$25.00** applies to cover expenses for the class picture, retreat, banner and certificate.

SCHOOL HOURS

Regular Schedule:

7:50AM	First bell
7:55AM	Second Bell Assembly
10:00-10:15AM	Recess
12:15-1:00PM	Lunch
3:00PM	Dismissal

***Every Wednesday there will be 12:15 Dismissal.**

1. Adult supervision will be provided at 7:30 AM each school day.
2. Students must be off school grounds fifteen minutes after dismissal except for extracurricular activities.
3. Students must be supervised when on the school grounds. Any child remaining after 3:00 PM and not in a scheduled after school activity will be sent to day care and charged the fee.
4. Any student not picked up after an extra-curricular activity will be signed into day care and the appropriate fee charged to the parent.

SCHOOL OFFICE HOURS

The school office opens from 7:30 AM until 3:30 PM daily when school is in session. The school office is closed during school holidays. Summer hours are 7:30 AM to 3:00 PM during the month of August.

SCHOOL UNIFORM

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

P.E. Uniforms: (See complete Uniform Code in AppendixIV)

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

Scout Uniforms:

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

Free Dress:

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

STUDENT COUNCIL

Immaculate Conception School has an active Student Council Program. Its primary functions are service, communication between students and faculty, activity planning and organization, and development of leadership. Student Council meets regularly to discuss student problems and plan activities. Elections are held each spring. Candidates must meet criteria as defined by the Student Council By-Laws.

STUDENT THREATS

Immaculate Conception School needs your help in keeping our school safe for everyone. The school will take seriously all threats to inflict serious harm to self or others. The school will respond to any statements or behaviors of a threatening nature, and behaviors of individuals that might pose a threat to the well being of students, staff or others and any weapon possession. Immaculate Conception Parish School has an obligation to keep our school safe and will take this matter seriously. This is not an area for practical jokes or offhand comments, as recent events demonstrate the importance of investigating thoroughly all-potential concerns. If you become aware of a threatening situation, you must immediately report it to a teacher or the principal.

TELEPHONE USAGE

Students may not call home **except** in an emergency and only with permission from the teacher. Students may not call home for forgotten items (i.e., P.E. clothes, books, schoolwork). Rides need to be arranged in advance. Children may not make personal, after school arrangements using the office telephone. Cell phones are brought to school at the student's own risk. They may not be used on campus except in cases of extreme emergency as identified by school personnel. (i.e., earthquake, fire disaster). Phones maybe confiscated during school hours if used by students.

TESTING

The ITBS (Iowa Test of Basic Skills) is administered to all students each fall and results are sent home to the parents.

The Assessment of Catholic Religious Education (ACRE) is designed to assess the religious knowledge and outcomes of Catholic school and parish religion programs. They are administered annually to eighth (ACRE2) and fifth (ACRE1) grade students in the Archdiocesan school.

TOYS/ELECTRONIC EQUIPMENT

The school is not responsible for any play items brought to Immaculate Conception School. Electronic items are not allowed on campus (iPods, cell phones, MP3 players, headphones, hand held computer games, pagers, lasers, etc.). Such items will be taken away and held in the office for parent pick-up. A second offense will result in further consequences.

TUITION

Tuition is paid through the F.A.C.T.S. Tuition Management Program. Tuition is taken automatically from your bank account for eleven monthly payments (July -May). Delinquent tuition fees, or service hour's payments from the previous year must be paid in full before any child is re-admitted for the new school year. Parents who are faced with financial challenges and/or difficulties must meet with the school principal. It is extremely necessary that financial obligations be met on time.

Delinquent tuition and other fees policy

- A. One delinquent payment; a late fee will be added to what is owed.
- B. Fee not paid after notice reminder letter.
A second letter will be sent and case will be sent to the Finance Committee for discussion and action
- C. Two consecutive delinquent payments
 - a.. Explanation of special circumstances
 - b. Determination of the limit of commitment to the school
 - c. Establishment of payment plan or plan of action
 - d. Families behind two consecutive tuition payments more than one time may be required to pre-pay future tuition

Outstanding accounts and failure to meet financial commitments:

Report cards will not be issued for students whose families have outstanding balances for tuition, extended day care, damaged library books, school pictures or parent fees. Children may be excluded from school until financial obligations are met.

If a family on the "In-Parish rate" misses church donations any 3 months of the year, their tuition rate will change to the "Out of Parish" rate for the remainder of the school year. Please use the Parish Envelope System.

TUTORING POLICY

When circumstances require the tutoring of a student, it is archdiocesan policy that:

- 1. Parents assume responsibility for engaging private tutoring.
- 2. Teachers, as professionals, ethically do not accept remuneration for the tutoring of students assigned to their classes.

VISITOR BADGES

All visitors to the Immaculate Conception School campus, including parents, must sign in and receive a badge at the school office. Those on campus without badges will be asked to leave. Visitors may be asked to show a photo ID. Safety is our concern!

VISITS TO CLASSROOMS

Parents are welcome to help in classrooms while school is in session. Arrangements are made with the classroom teacher and at the teacher's discretion. Parents are also asked to drop off any forgotten lunches or other articles at the office only. Parents or visitors are **not** permitted to go directly to a classroom for any reason without office approval. Parents will be asked to go to the office if they come to the classroom or the playground.

All visitors (including parents) to the school campus must sign in at the school office and obtain a visitor's badge.

WAIVER OF POLICIES

The principal, in consultation with the pastor, is the final recourse in all disciplinary matters and can, for just cause, at his/her discretion waive any disciplinary regulation.

APPENDIX I

Disaster Plan and Emergency Procedure

School Personnel:

- | | | |
|----|------------|--|
| 1. | DROP Drill | Back to windows |
| 2. | Evacuate | With Emergency Red Backpack and class register |
| 3. | Coordinate | Specific assignments |
- First aid, if needed
 - Utilities shut off, if emergency is severe
 - Buildings locked until checked
 - Children calmed, etc.
 - Signs posted for parents to sign out children
 - Needs for food, etc. assessed
 - Roll books checked for orderly sign out

Parents:

- Do not telephone the school.
- Listen to the radio.
- If it is possible to get to school safely, report to personnel in charge of sign-out.

Safety Measures:

1. Children will be cared for until a parent or designated adult has signed them out.
2. Parents who live close to the school are asked to assist with the care of children.
3. Children will be released only to persons designated on the Emergency Card. It is the parent's responsibility to be sure the form is up to date.

APPENDIX II

Immaculate Conception School

Discipline Code 2008-2009

1. Each classroom teacher designs his/her own classroom rules and consequences regarding behavior according to the guidelines of the Assertive Discipline Program. A copy of this plan will be on file with the principal before it is implemented in the classroom.
2. The last step on each teacher's behavior plan will be detention following previous verbal warnings.
3. Detention slips will go home to be signed by the parent. Detention will be served the next day, even if the slip is not returned (see #5).
4. Detention is held from 3:00 to 3:30 PM. in classroom indicated on detention slip.
5. If a student fails to return the detention slip the next day, they must go to the office during recess and call a parent. The detention slip must be returned the following school day.
6. Three detentions in a quarter will result in the student being referred to the principal for suspension.
7. Each infraction, regardless of the number of times the student has committed it, will result in detention.
8. Misbehavior is defined as any behavior that is inappropriate to the classroom, church or playground (including gum chewing).
9. Classroom is defined as anywhere that a lesson is taking place or any situation where students' attention is necessary (including the playground, field trips, etc.).
10. Homework is defined as, not only the specific assignments, but also having supplies and books ready for class, and in the correct uniform (including P.E.).
11. The third tardy will be a detention each quarter.
12. Family envelopes not returned by Monday will result in a detention.
13. As always, there is the "serious clause" - meaning when a serious infraction is committed, (for example: stealing, threat or assault on any teacher or student, immoral conduct, use of narcotics, tobacco, alcohol, open defiance of authority, defacing property, fighting, truancy, forgery etc.) a detention, suspension or expulsion may be issued on the first offense. These will be determined on a case-by-case basis.

I have read and understand the discipline code for the classroom and the school in general. I understand that when I chose to keep the teacher from teaching or other students from learning, I also accept the consequences that follow. I will make every effort to cooperate with the school.

Student's Signature

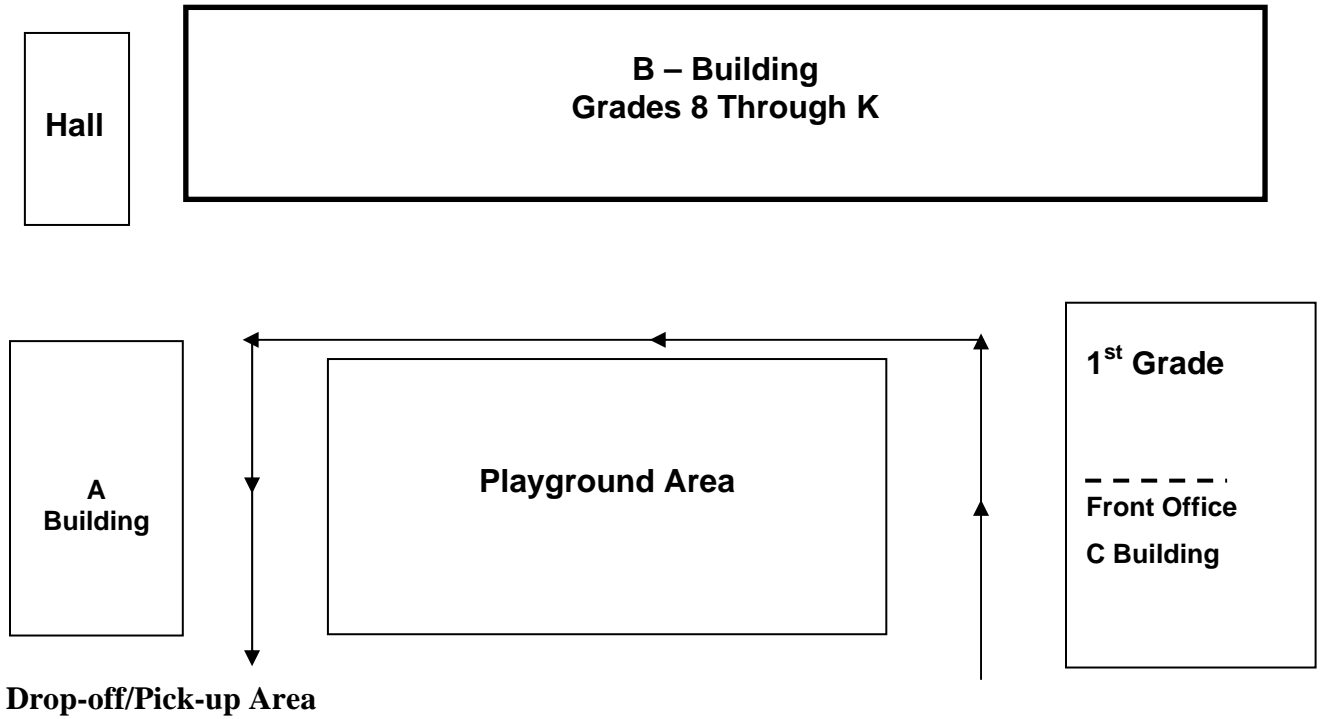
Grade

Date

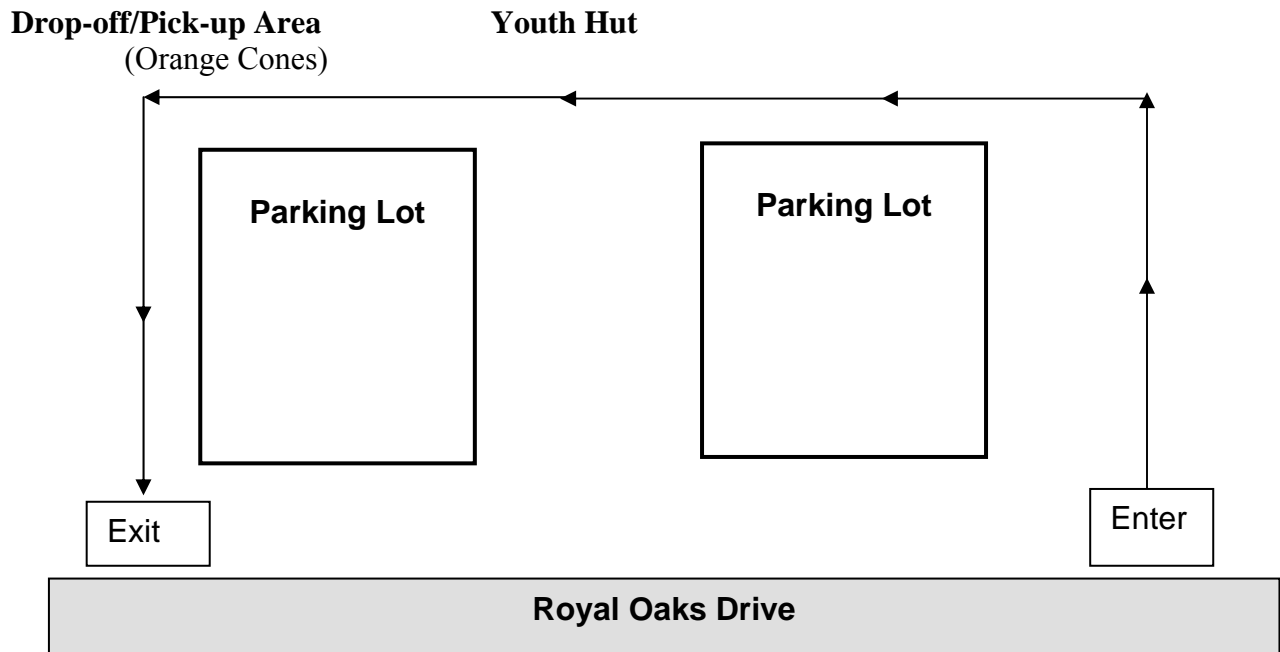
Mother's Signature

Father's Signature

APPENDIX III
Immaculate Conception School
RAINY DAY STUDENT DROP OFF AND PICK-UP



REGULAR DROP OFF AND PICK-UP OFF ROUTING



school uniform.

PE Uniform - Mandatory for K - 8th Grades (Girls and Boys)

- ❖ Designated navy blue gym shorts
 - ❖ Designated gray uniform shirt with school logo
 - ❖ Tennis shoes
 - ❖ Navy blue Immaculate Conception School sweat pant-optional, may be worn in cold weather only
-
- ❖ **If an extreme emergency requires a student to be out of uniform, a note must be presented to the homeroom teacher. A parent signature is required on the note.**
 - ❖ **PE uniforms are sold through the school office until stock is depleted. Then they may be purchased through School Uniformity.**
 - ❖ **Rule of thumb to follow: If the Uniform Code does not list it, then don't wear it.**

Uniforms for Immaculate Conception School are available at:

**School Uniformity
3516 W. Beverly Blvd.
Montebello, CA 90640
(323) 726-0882**

APPENDIX V

Harassment Policy for Students in Catholic Schools

Archdiocese of Los Angeles

Immaculate Conception Parish School is committed to provide a learning environment that is free from harassment in any form. Harassment of any student by any other student, lay employee, religious or priest is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment, which is hostile, or intimidating, because of the individual's race, creed, color, national origin, physical disability or sex. Harassment can occur any time during school or during school related activities. It includes, but is not limited to, any or all of the following:

- VERBAL HARASSMENT: Derogatory comments and jokes; threatening words spoken to another person.
- PHYSICAL HARASSMENT: Unwanted physical touching, contact, assault, deliberate impeding, or blocking movement, or any intimidating, interference with normal work or movement.
- VISUAL HARASSMENT: derogatory, demeaning or inflammatory poster, cartoons, written words, drawings, gestures
- SEXUAL HARASSMENT: Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress.
2. Submission or rejection of such conduct by a student is used as a basis of academic decisions affecting the individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile or offensive educational environment.

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

1. Making unsolicited sexual advances and propositions.
2. Using sexually degrading words to describe an individual or an individual's body.
3. Displaying sexually suggestive objects or pictures.
4. Telling inappropriate or sexually related jokes.
5. Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances.

It is the responsibility of Immaculate Conception School to:

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

It is the student's responsibility to:

1. Conduct him or herself in a manner which contributes to a positive school environment.
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing.
3. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome.
4. Report all incidents of discrimination or harassment to the principal.
5. If informed he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

COMPLAINT FILING AND INVESTIGATION PROCEDURES

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

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

APPENDIX VI

FIELD TRIP PERMISSION FORM

STUDENT NAME: _____ GRADE: _____

FIELD TRIP TO: _____

FEE _____ PARENT ATTENDING YES or NO (please circle)

EDUCATIONAL OBJECTIVES OF FIELD TRIP: _____

SPECIAL INSTRUCTIONS: _____

DATE: _____

MEANS OF TRANSPORTATION: _____

If transportation is by car, I request that my son/daughter ride with: _____

I request that my son/daughter be permitted to participate in the above field trip. As a condition of being allowed to do so, I hereby, release and discharge the school from any and all claims for personal injuries or property damage that my son/daughter may suffer as a result of participation in the field trip described above, whether or not such injuries or damage are caused by the negligence (active or passive) of the school or its employees.

Should it be necessary for my son/daughter to have medical treatment while participating in this trip, I hereby give the school personnel permission to use their judgment in obtaining medical service and I give permission to the physician selected by the school personnel to render medical treatment deemed necessary and appropriate by the physician. I agree to relieve the school and other participating adjunct from any liability in connection with this request.

I understand that my insurance benefits that are effective have limited application.

Parent/Guardian Signature _____
Date

Home Phone

Work Phone

Cell Phone

Pager

APPENDIX VII

COMPLAINT REVIEW PROCESS For Archdiocesan and Parish School Parents and Students

Introduction:

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. The Archdiocesan Complaint Review Process offers assistance in those situations where schools and various persons come into conflict and reconciliation at the local level has been impeded.

Purpose:

The purpose of the Complaint review Process is to provide a structure for bringing about resolution and reconciliation. This is done in an atmosphere of mutual understanding with respect for the dignity and worth of all parties. Legal representation is not permitted at any stage of the Complaint Review Process because the desired result is reconciliation. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

Personal Conduct:

All those participating in the Complaint Review Process are responsible to strive toward reconciliation and act in good faith.

Definitions:

The person referred to as the responsible official in the process is the person designated by the Archdiocese to coordinate the efforts to comply with and carry out its responsibility, ordinarily the principal of the school and/or the pastor of the parish.

PROCESS:

School Level

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it frankly with the responsible official and/or the persons directly involved.
- The responsible official reviews the facts presented and facilitates a thorough discussion of the problem.
- The goal is to achieve a just resolution of the problem and reconciliation among all persons concerned.
- The responsible official orally responds to the complaint and provides the person bringing the complaint with a written summary of the response.

Department of Catholic Schools

- If the complaint is not able to be resolved at the school/parish level, the person bringing the complaint states it in writing and the specific resolution sought.
- Copies of this written complaint are sent to the responsible official and the elementary supervisor of the Department of Catholic Schools.
- The elementary supervisor will review the complaint in a timely fashion and will attempt to act as a mediator to bring about mutual agreement between the person bringing the complaint and other parties.
- However, if no agreement can be reached, the elementary supervisor makes a determination concerning the resolution of the complaint, based on the application of archdiocesan and school policies and/or regulations.
- The elementary supervisor will then communicate the final determination in writing to all parties.
- There is no appeal beyond the elementary supervisor.

APPENDIX VIII
PARENT AGREEMENT

It is necessary for you, as the primary educators of your child (ren), to understand fully your part in the formation of the school community. We ask you, therefore, to read the following agreement and to sign it as an indication of your acceptance of your obligations to the school community.

AGREEMENT:

1. We understand that the school is a Catholic parochial school under the jurisdiction of the Archdiocese of Los Angeles. We accept therefore:
 - A. The Pastor of the parish community is the ex-officio chief administrative officer of the school who carries out the policies of the Archdiocesan Advisory Board and other policies not covered by Archdiocesan policy. He determines policies appropriate to the needs of the school.
 - B. The principal is responsible for the immediate direction and supervision of the school program.
2. We understand that certain responsibilities require our continuous support if the school is to achieve its goals. We agree, therefore:
 - A. To participate in the religion program, related activities and Sunday Mass in order to make the teaching of religion a reality in the life our child (ren).
 - B. To encourage our child (ren) to learn by providing the environment suitable for home study.
 - C. To abide by the decision of the principal regarding suitable grade placement, advancement, or retention of our child (ren).
 - D. To abide by all school and Archdiocesan regulations and policies and to accept all disciplinary actions, including withdrawal of our child, for non-compliance with these regulations and policies, and
 - E. To complete and return all forms and records necessary to comply with school, Archdiocesan or state regulations.
3. We understand that tuition and fees cover only a part of the total cost of education for our child (ren). We agree therefore:
 - A. To recognize our obligations to the Parish community and since the school is subsidized by the contributions of the faithful, agree to contribute the sum of \$430.00 per year, per family, through the use of church envelopes.
 - B. To support the school through regular tuition payments, fees, service hours and fundraising activities.
 - C. To assist in making up the deficit by assuming a share of the duties for fundraising and other support activities assigned by the principal.
 - D. To abide by the decision of the Pastor should circumstances require us exemption from all or part of our obligations.

ACCEPTANCE:

We understand that we may be asked to withdraw our child (ren) from the school if we fail to fulfill our responsibilities under this agreement. We agree, therefore, that our signatures below indicate our willingness to fulfill our obligations under the provisions of this Agreement and to support actively the philosophy and goals of the school, as well as its programs.

Print Child (ren's) Name(s)

Child's Name

Child's Name

Child's Name

Child's Name

Father/s Signature

Mother's Signature

Legal Guardian

Legal Guardian

APPENDIX IX

ARCHDIOCESE OF LOS ANGELES
MEDICATION AUTHORIZATION AND PERMISSION FORM

Part A, B & C to be completed by a licensed physician, Part D to be completed by parent/guardian - Please print clearly.

A. _____
Last Name of Student First Name Sex Birth Date

Purpose of Medication or Diagnosis Name of Medication

Dosage Prescribed Time Schedule at School Dose Form (tablet/liquid) Color

Date of Prescription Length of Time this Medication will be necessary

B. Physician's Recommendations. (Check where applicable)

_____ Please notify this office if patient misses medication at school.

_____ Medication may have adverse effects (explain) _____

_____ Special instructions and/or comments: _____

C. Physician's Authorization. The student for whom this medication is prescribed is under my care.

Print Name of Licensed Physician Signature of Licensed Physician

Address: Telephone: Date

D. Permission for Medication to be Taken During School Hours

I request that my child, _____, be permitted to receive and to be assisted/supervised in taking the above prescribed medication at school. I will comply with the policies and procedures determined by the school district.

Date Day Telephone Emergency Telephone

Signature of Parent/Guardian

APPENDIX X

Archdiocese of Los Angeles Computer Network User Agreement and Parent Permission Form

Parents - please go over and explain these policies to your children, especially the primary grade students.

As a user of Immaculate Conception School Computer Network, I agree to use our computer network in a responsible manner by honoring all relevant laws, restrictions, and school rules. I will follow the guidelines and policies listed below:

General Guidelines:

- ❖ All school systems, all information stored on them, and all work performed on them, are subject to school supervision, inspection, and governance of school policies.
- ❖ The school may engage in routine maintenance and monitoring of its computer system.
- ❖ The school only provides limited privacy in the contents of student personal files on the school's computer system. The situation is similar to the rights students have in the privacy of lockers.
- ❖ The school reserves the right to monitor, access, retrieve, read, and disclose all messages created, sent, received, or stored on its systems (including connections made and sites visited) to law enforcement officials or others, without prior notice.
- ❖ Students may only use the system under the direct supervision of a staff member.
- ❖ Where pertinent and approved, students should use care in creating e-mail messages. The contents of e-mail cannot be considered private or confidential. Even when a message has been deleted, it may still exist on a back-up system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge.
- ❖ Parents have the right at any time to request to see the contents of your e-mail files.
- ❖ Any files downloaded from the Internet and any computer disks received from non-school sources must be scanned with virus detection software. Immediately report any viruses, tampering, or other system breaches to the principal or its delegate.
- ❖ If approved by the principal, students may create personal Web pages on the school's computer system. All materials placed on the web page must be pre-approved in a manner specified by the school. Materials placed on the web page must relate to school and/or career preparation activities. Contents must also comply with the restrictions set forth below.
- ❖ Students will promptly inform their teacher or other school employee of any message received that is inappropriate or makes them feel uncomfortable.
- ❖ The school will not be responsible for supervising or continually monitoring every communication and Internet session for every student and staff member beyond the scope of supervision defined in the user agreement.
- ❖ Internet access from outside the school is the domain of the parents or guardians. We expect our parents to be equal stakeholders in the implementation of our computer system policies by monitoring their child's Internet access and electronic use at home in a manner supportive of the school's policies. While the school cannot provide consequences for inappropriate electronic communications among students outside of school, note that in some cases, law enforcement may be called to intervene.
- ❖ Additionally, we expect parents and students to follow the appropriate chain of communication (contact school personnel first; if issue is not resolved, then contact the principal, pastor, and the Archdiocese) in communicating problems or issues with the school. Posting inappropriate comments about the school, its personnel and students, on the web and via e-mails does not constitute following the appropriate chain of communication. The school reserves the right to ask parents to withdraw their children in such cases where parents become uncooperative.

Students using our computers and/or related systems may not:

- ❖ Post personal contact information about self or others. Personal contact information includes address, telephone, school address, parent/s name/s, work address, etc.
- ❖ Agree to meet with someone they have met online without their parent's approval. A parent should accompany them to this meeting.
- ❖ Use obscene, defamatory, disruptive language.
- ❖ Harass, insult or attack others.
- ❖ Send comments or images that would offend someone or an organization on the basis of race, creed, gender, national origin, sexual orientation, political beliefs, or disability.
- ❖ Upload, download, view, or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information. Regarding copyright materials, certain exceptions are given for educational purposes and if there is any doubt, students must consult with their teachers.
- ❖ Engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, etc.
- ❖ Employ the network for commercial and/or or political lobbying purposes.
- ❖ Access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people.
- ❖ Damage, alter, disrupt or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on other's folders, work or files.
- ❖ Enable unauthorized persons to access or use the school's computer systems or jeopardize the security of the school's electronic communications systems.
- ❖ Alter the start up screen or the desktop or download applications that will subvert this.
- ❖ Introduce a virus, attempt to breach system security or tamper with the school's computer system.
- ❖ Report a message that was sent privately without permission of the person who sent the message.
- ❖ Waste intentionally limited resources.
- ❖ Download large files unless absolutely necessary. If necessary, students will download the file at a time when the system is not being heavily used.
- ❖ Post chain letters or engage in "spamming" (sending an annoying or unnecessary message to a large number of people).

Consequences for violating any of the above policies:

- ❖ Suspension or permanent loss of access
- ❖ Disciplinary action, including but not limited to suspension and even expulsion, depending on the gravity of the offense, at the principal's discretion
- ❖ Involvement of law enforcement agencies

Limited Liability:

The school makes no guarantee that the functions or the services provided by or through the school's computer system will be error-free or without defect. The school will not be responsible for any damage users may suffer, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on the system. The use of any information obtained via this service is at the user's own risk. The school will not be responsible for financial obligations arising through the unauthorized use of the system.

CONSENT

As the parent or legal guardian of the student signing below, I grant permission for this child to access the Internet and the school's networked computer services. I understand that individuals and families may be held liable for violations. I accept responsibility for guidance of Internet setting and use. I will convey to my child and comply with school standards regarding selecting, sharing or exploring information and media on the Internet.

I hereby release the school, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the school system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

Parent Signature: _____

Date: _____

Student Signature: _____

Date: _____

Name of Student: _____

Grade: _____

**PARENT'S PERMISSION FOR THE PUBLICATION
OF STUDENT WORK/PICTURES**

I understand that from time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server. Student projects, photographs, and other work posted on the Internet will include only the student's last name's initial and first name.

I acknowledge that our school's web site content is not private and can be reviewed, copied, downloaded and transmitted by anyone with access to the Internet and that the school has no control over this. I hereby waive, release, and forever discharge any and all claims, demands or causes of action against the school and its faculty, staff, employees, agents, contractors and any other person, organization or entity assisting them in connection with the posting of information on the web site for damages or injuries in any way related to, connected to or arising from the publishing or posting of information on the school's Internet web site or the use of that information and expressly assume the risk of any injury or damage resulting from said posting of information on the web site.

I further understand and agree that this authorization remains in effect until such time as it is withdrawn in writing. I understand that if I change my mind relating to this authorization, that I will submit another authorization form to the school.

Please check:

___ My child's work and photograph can be published on the Internet.

___ I do not want my child's work or photograph to be published on the Internet.

Parent Name (print): _____

Parent Signature: _____ Date: _____

Name of Student: _____ Grade: _____

Appendix XI

Archdiocese of Los Angeles

EDUCATORS GUIDELINES FOR USE OF VIDEOTAPES, COMPUTER SYSTEMS, DVD'S/LASERDISCS, SOFTWARE, AND THE INTERNET

I. General

- A. Videotapes or films, live broadcasts, computer software, DVDs/laserdiscs, and the Internet viewed at a school must be linked to a valid "educational purpose" and be relevant to the curriculum being taught. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities. The principal and teacher are held accountable in this area.
- B. Videotapes or films, live broadcasts, computer software, DVD's/laserdiscs, and use of the Internet must be consistent with acceptable standards of professional responsibility. Caution and prudence must be used when showing materials that reflect opinion, advocacy, bias or partisanship inconsistent with Catholic beliefs and doctrine. Teachers should always present what the Catholic Church's teachings are regarding these issues.
- C. Use of videotapes or films, computer software, DVD's/laserdiscs, and the Internet should be placed in the teacher's lesson plan book under its appropriate content area for review by the principal.
- D. During school, teachers are responsible for guiding students towards appropriate materials on the Internet. Students will lose access privilege if they are found in violation of school policies regarding responsible use of computer networks. Outside of school, parents bear this responsibility.
- E. Principals, teachers and staff must comply with all regulations regarding fair-use period, licensing and copyright laws of videotapes, films, computer software and the Internet.
- F. Educators must be aware that the quality and integrity of content on the Internet is not guaranteed. Teachers and students must examine the source of the information. Is the source clearly identified? Is it an individual? An organization? An educational institution? A publisher? When was it posted? What are the qualifications of the writer/s? Is there author bias evident?
- G. Students, particularly primary graders, must not be allowed to "surf" or access the Internet without any guided instruction. Teachers must provide specific directions, preview appropriate Internet sites to guide students to, and design appropriate collaborative activities to ensure maximized learning and time usage.

II. Rated and Un-rated Videos and Films

- A. All videotapes and films are to be previewed in their entirety by the teacher before being used with the students.
- B. Guidelines regarding use of videos or films rated by the Motion Picture Association of America (MPAA) are as follows:

G	Needs teacher review for appropriateness
PG	Needs teacher, principal and parental approval
PG 13	May not be shown
R	May not be shown.
NC 17	May not be shown

Note: Secondary schools are allowed to show PG 13 movies, but not R or NC-17 rated movies. From time to time, exceptions are made for educationally relevant films with R rating for junior and senior classes, as long as parental consent forms have been received. Please use proper discretion on these matters.

The teacher and /or principal should view any un-rated material in its relevancy to the curriculum and appropriateness for the age and maturity level for the students being taught.

III. Parental Approval

- A. Parental permission must be obtained when a PG film or video is to be viewed by the class.
- B. When the principal or teacher is aware that a video film, computer software, DVD/laser disc, or use of the Internet might be considered controversial, parents should be offered the opportunity to preview the materials and parental approval is required.
- C. The teacher should make alternative assignments available to students when the student is uncomfortable viewing the material presented or the parent objects to the material being viewed by his/her child.
- D. A User Agreement and Parent Permission Form should be obtained before a student is allowed access to school's computer network system. Likewise, written parental consent shall be required before any student is given direct, hands-on access to the Internet or to electronic mail.
- E. Student picture or work may not be posted on the school's web without written consent from the parent.

Evaluation of Educational Media

The decision to show an educational media should be made carefully. Be wise in selecting media for your classroom. Use them; don't abuse them. They should be valuable teaching tools. Consider the following when selecting media for classroom use.

1. The media should directly apply to the curriculum approved for the level that you teach.
2. The media should be previewed in its entirety.
3. The media should be appropriate to a present or future classroom lesson.
4. The media should be considered valuable and the best use of classroom time.
5. There should be pre and post viewing instruction with the class, so as to ensure the students understand the content of the media.
6. Never use media for a teacher "break" or because you are not properly prepared for class.
7. All supervisory personnel (i.e. substitute teacher, lunch supervisors, day care) should be informed of these guidelines.

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APPENDIX XII
ARCHDIOCESE OF LOS ANGELES
SPORTS OR YOUTH ACTIVITY/SERVICE PERMISSION FORM
FORM #E.2.1

YOUTH ACTIVITY/SERVICE _____
(DESCRIBE IN DETAIL; INCLUDE TRANSPORTATION)

CHILD'S NAME _____ PARISH _____

ADDRESS _____ PHONE _____
(STREET, CITY ZIP)

SCHOOL _____ GRADE _____ BIRTH DATE _____

PARENT/GUARDIAN NAME _____

HOME PHONE _____

ADDRESS _____ WORK PHONE _____

PERSON(S) (OTHER THAN PARENT) TO NOTIFY IN CASE OF EMERGENCY
NAME _____ PHONE _____

I, THE PARENT (GUARDIAN) OF THE ABOVE NAMED CHILD, HEREBY GIVE MY PERMISSION FOR HIS/HER PARTICIPATION IN THE YOUTH ACTIVITIES NAMED ABOVE. I AGREE TO DIRECT MY CHILD TO COOPERATE AND CONFORM TO DIRECTIONS AND INSTRUCTIONS OF PARISH, SCHOOL OR ARCHDIOCESAN PERSONNEL RESPONSIBLE FOR YOUTH ACTIVITIES.

I AGREE THAT IN THE EVENT MY CHILD IS INJURED AS A RESULT OF HIS/HER PARTICIPATION IN THE ABOVE NAMED YOUTH ACTIVITIES, INCLUDING TRANSPORTATION TO AND FROM THESE ACTIVITIES, WHETHER OR NOT CAUSED BY THE NEGLIGENCE (ACTIVE OR PASSIVE) OF THE PARISH/SCHOOL OR ARCHDIOCESAN YOUTH ACTIVITIES PROGRAM, OR ANY OF ITS AGENTS OR EMPLOYEES. RECOURSE FOR THE PAYMENT OF ANY RESULTING HOSPITAL, MEDICAL OR RELATED COSTS AND EXPENSES WILL FIRST BE HAD AGAINST ANY ACCIDENT, HOSPITAL OR MEDICAL INSURANCE OR ANY AVAILABLE BENEFIT PLAN OF MINE OR OF MY SPOUSE.

I AM NOT AWARE OF ANY MEDICAL CONDITION OF MY CHILD THAT RENDERS IT INAPPROPRIATE FOR HIM/HER TO PARTICIPATE IN ANY SUCH ACTIVITY.

I HEREBY GIVE PERMISSION TO THE PHYSICIAN SELECTED BY THE YOUTH ACTIVITIES SUPERVISORY PERSONNEL THEN PRESENT TO RENDER MEDICAL TREATMENT DEEMED NECESSARY AND APPROPRIATE BY THE PHYSICIAN.

ADULT LEADER _____ ADULT LEADER _____

PARENT/GUARDIAN'S SIGNATURE _____ DATE _____

ADDRESS _____

APPENDIX XIII

FREE DRESS CODE

Dressy Free Dress

Girls (Allowed)

- Modest dress or skirt no shorter than 4 inches above the knee.
- Dresses or blouses must have sleeves and be without a low neckline.
- Socks or stockings must be worn.
- Closed shoes with a heel no higher than 2 inches
- Blouses must cover the waistline (even when bending).

Girls (Not Allowed)

- Short, tight skirts or dresses more than 4 inches above the knee
- Plunging necklines
- Headwear such as caps, scarves, etc. (unless special permission is given by the principal)
- Sleeveless or cap sleeves on blouses
- Tank tops (even if covered by a jacket/sweater)
- Strapless dress or blouses (even if covered by a jacket/sweater)
- Short blouses exposing the waistline
- Halter tops/dresses (even if covered by a jacket/sweater)
- Flip flops or open toe shoe of any kind
- No jeans of any kind (skirts or pants)
- Blouses with inappropriate language or pictures

Boys (Allowed)

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

Boys (Not Allowed)

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

Casual Free Dress

Girls (Allowed)

- Jean pants or shorts that come up to the waist
- Tops with a modest neckline and that cover the midriff
- Closed shoe (i.e. tennis shoes, casual leather shoe)

Girls (Not Allowed)

- Baggy shorts
- Baggy pants Low rise pants
- Tight pants of any kind (including leggings)
- Tank tops (even if covered by an over blouse, sweater, or jacket), midriff tops
- Halter tops (even if covered by an over blouse, sweater, or jacket), shirts with inappropriate language or pictures
- No flip flops or open toe shoes

Boys (Allowed)

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

Boys (Not Allowed)

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

Rule of thumb to follow: If it's not listed in the free dress code, then don't wear it!