Addendum to the Parent-Student Handbook

The following is an addendum to the 2020-2021 Parent-Student Handbook. These policies and procedures are part of the Parent Student handbook and will be adhered to as such.

For the school to be effective with the student it is essential that a spirit of cooperation, trust and support exist between the school and the parent. It is for this reason that we ask the family to become familiar with the philosophy, policies and procedures developed and enforced by Bishop Montgomery High School.

It may sometimes happen that a family cannot be supportive of the school and its philosophy, policies and procedures. Should a manifest lack of agreement reach the point where the school judges that the necessary and appropriate relationship no longer exists, the family will be asked to withdraw the student from the school.

We agree to abide by all rules and regulations of Bishop Montgomery High School both stated and implied. We also understand that the principal has the right to amend rules and regulations as necessary during the school year.

We, the undersigned, have read and understand the contents of this addendum to the Parent Student handbook. Our signature below indicates our commitment to fulfill our obligations according to the requirements of this addendum as well as the Parent Student Handbook.

PLEASE SUBMIT THIS SIGNED SHEET ONLY. KEEP THE PACKET FOR YOUR RECORDS.

DATE: ____________________

______________________________  ______________________________
Parent/Guardian Signature        Name Printed

______________________________  ______________________________
Parent/Guardian Signature        Name Printed

______________________________  ______________________________
Student Signature               Name Printed

Addendum

July 7, 2020
Chapter XIII - Students and Families, Elementary and Secondary Schools

Section 1 - Admissions

Each school shall publish an admissions policy approved by the Department of Catholic Schools which includes the archdiocesan non-discrimination policy. Schools may give preference to Catholics. The willingness to profit from and cooperate with Gospel values and behavioral expectations is a required criterion for admission. The pastor and principal are responsible for determining the admission of students to the school. Parents should be made aware of the enrollment policies before applying for student admission.

1.1 Guidelines for Admission to Elementary Schools

- 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 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 have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to meet the educational and financial needs of all students
- The pastor and principal will review students’ continued eligibility for enrollment in the parish school
- Each school should establish procedures for admission and enrollment

1.2 Guidelines for Admission to Secondary Schools

- Parish secondary schools normally give preference to the members of the parish
- Ordinarily, schools accept students from public schools only at normal transfer points, that is, at the beginning of a semester
- In those cases where the number of applicants exceeds the number of students a school can enroll, Catholic students generally take precedence over non-Catholics, and this without regard to race, color, or national origin
- Each school establishes an Admissions Board consisting of some members of the administrative staff and other persons competent to administer the admissions policy
- Each school strives to serve the needs of the local population to the best of its ability
- Each school makes every reasonable effort to assist students with financial need

1.3 Procedure for Admission to Secondary Schools


The Department of Catholic Schools recommends the following procedures for testing and evaluating secondary school applicants:

- Each parent or guardian of a student applying for admission must obtain the secondary school's application packet and ensure that all documents requested are provided by the current school to the secondary school. The application packet must include a form for permission to release records to the secondary school. All secondary schools administer the entrance examination for incoming students on the day established on the archdiocesan school calendar.
- Schools should cooperate with parents who request that test scores be sent to another school.
- Admissions procedures ordinarily include an interview with students and parents and confidential teacher evaluations from the current school.
- Schools notify applicants concerning their admissions status on the dates indicated on the archdiocesan school calendar.
- At the end of the school year, secondary schools request that elementary schools submit a complete transcript for each incoming freshman.
- Schools should not admit students who owe money to another school.

1.4 School Student Non-Discrimination Policy

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

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

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

1.5 Documentation of Nondiscrimination

The Internal Revenue Service requires non-public schools to maintain a nondiscriminatory policy with respect to students in order to be recognized as tax exempt. Schools must demonstrate the existence of this policy by annually publishing the Archdiocesan School Student Non-Discrimination Policy in Section 1.4 above.

For parish schools, the pastor should publish the nondiscriminatory policy statement in the parish bulletin. The school should retain a copy of this issue of the parish bulletin in the school file. The statement of nondiscrimination should be published each year in the Staff Handbook, Parent/Student Handbook and also in the admissions materials. All schools should submit documentation to the Department of Catholic Schools evidencing publication of this policy.

1.6 Foreign Students/I-20 Forms
Schools may admit non-immigrant students with a qualifying visa if they have been approved by the U. S. Department of Homeland Security and the U. S. Immigration and Customs Enforcement (ICE). Principals may obtain current I-20 forms directly from the Department of Catholic Schools.

Before providing a parent or guardian with an I-20 application, a non-immigrant student must be accepted for admission in the school. Before accepting non-immigrant foreign students, principals should review and evaluate the student’s application, transcripts, or other records of courses taken to determine the likelihood for academic success within the school’s program. Measures of English language proficiency such as the Test of English as Foreign Language (TOEFL) or the Test of Written English (TWE) may be required as part of a student’s evaluation for admission. Proof of financial responsibility also must be evaluated. This information must be received at the school prior to the execution of the I-20 form.

The I-20 form requires the principal to state that the student’s qualifications meet all standards for admission to the school and that the student will be required to pursue a full course of studies. Any student admitted to an elementary or secondary school must be age appropriate to the grade to which he or she is enrolled. When students are accepted, principals send the I-20 forms to the Department of Catholic Schools for the signature of approved personnel.

All evidence that shows the scholastic ability and financial status on which admission is based should be on file at the school until the student’s termination of studies has been reported to the U.S. Department of Homeland Security and the U. S. Immigration and Customs Enforcement (ICE).

1.7 Exchange Programs

Schools may participate in exchange programs with qualified schools in foreign countries. Schools must follow government regulations regarding the admission of non-immigrant students.
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Section 2 - Attendance

2.2 Absence

Principals and teachers are responsible for checking the regular attendance of all students. Every absence must be recorded on the attendance register and record. Elementary schools record absences according to the instructions on the Student Attendance Register. Secondary school attendance policies must be consistent with legal and archdiocesan requirements as set forth in the Curriculum and Instruction Chapter of this Handbook. All attendance policies should be clearly defined in the Parent/Student Handbook.

2.3 Excused/Unexcused Absences

When a student has been absent, a written excuse signed by the parent or guardian is required, and the excuses must be kept on file for a period of one year. Excused absences include illness, attendance at medical or dental appointments, funeral services for family members, quarantine directed by County or City Officials or emergency or special circumstances as determined by the school authorities. Schools may establish a policy for determining what constitutes excused and unexcused absences. Excessive unexcused absences may result in loss of academic credit.

When, for family reasons, parents wish to take their children out of school temporarily, the principal and teacher should discuss with the parents the possible effects of such an absence. It is advisable that a record of the recommendations made to the parents be kept on file.

2.4 Extended Absences

When a student is absent for an extended time, (e.g., 15 or more days), official grades may be withheld. The school policy for extended absence must be clearly explained in the Parent/Student Handbook.

2.5 Movie/Television Contracts

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

2.6 Leaving School Early

A student may not leave the school before the regular dismissal time without a written request from a parent or guardian. The request must state the reason for early dismissal.
2.7 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, he or she is marked absent half a day. A record of all tardiness must be kept in the attendance register and records.

2.8 Truancy

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

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

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

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

2.9 Work Permits

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

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

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

For additional information and forms, see http://www.dir.ca.gov/DLSE/ChildLabor/Pamphlet2000.html
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Section 3 - Privacy and Access to Records

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

3.1 Pupil Records

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

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

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

3.2 Directory Information

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

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

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

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

3.4 Administrative Procedures for Handling Confidential Information

The principal will implement practices and procedures to ensure the confidentiality of student academic, personal, psychological, health and spiritual information in all situations in which such information is shared. No information on these matters should be shared or discussed with anyone, including school employees not directly and necessarily involved without parental consent.

No one should discuss specific student problems in the staff room or in any place where one may be overheard by persons not directly involved in the matters.

Only the principal, teachers or administrators charged with pupil oversight may initiate a call to a parent or guardian. Other staff members must have prior administrative consent. Teacher aides and other staff members should refer a questioning parent or guardian to the classroom teacher or the principal.

3.5 Cumulative Pupil Record

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

Permanent records cards should include only the following information and the original must be retained permanently:

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

3.6 Standardized Testing Results

- Grade level summary reports must be kept on file in the office for a period of six years
- Student test record labels must be attached to the archdiocesan Cumulative Student Record form
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Section 4 - Transfer of Records

4.1 Student Transfers, Withdrawals and Graduation

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

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

Official transcripts are not given to students or parents.

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

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

4.2 Withholding of Records

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

4.3 Transfer of Records at School Consolidation/Closure

The following general norms will be employed in case of school consolidation or closure:

- If some classes are discontinued in such a way that part of the school remains, all records are handled as in the case of a student transfer
- If one school survives, all records are transferred to the surviving school. A notation of this move and the location of records are sent to the rectory of the parish in which the school closed and to the Department of Catholic Schools
- If a school closes without consolidation, the records are kept in the parish rectory if the school is a parish school. In the case of a non-parish school, the Department of Catholic Schools will designate an appropriate location. The Department of Catholic Schools maintains a master list of location of records for all schools which have been closed or consolidated
- If a private school closes without consolidation, the responsible body designates the location of records in consultation with the Department of Catholic Schools
- In the case of a parish and school closure, all records are handled as in the case of a private school
4.4 Subpoena of Student Records

When a subpoena requesting records is served, principals should immediately forward the subpoena to the Legal Department of the Archdiocese for specific directions on compliance with the subpoena.
Chapter XIII - Students and Families, Elementary and Secondary Schools

Section 5 - Welfare of Students

5.1 Closed Campus

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

5.2 Safe Environment Training for Children and Youth

Each school and religious education program must establish an ongoing safe environment training program for the children at its site. Home-based materials must be provided to all parents to help them understand and support their children’s education regarding child sexual abuse. The approved programs include the Archdiocese of Los Angeles Self-Protection Program, 1-12, Good-Touch/Bad-Touch® and VIRTUS® Teaching Touching Safety (Mandated September 1, 2006).

The Archdiocese of Los Angeles Self-Protection Program 1-12 was developed by the Archdiocese of Los Angeles to assist the parishes and schools to comply with the mandate. This archdiocesan program is to be presented annually at each grade level.

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

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

The Archdiocesan Office of Safeguard the Children will work with principals at the schools and Directors of Religious Education in the parishes to establish these programs. Questions concerning this program can be forwarded to Chancellor, Coordinator of Children’s Programs at (213) 637-7460.

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

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

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

Any parent or guardian who is a registered sex offender must contact the principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy. As members of the Archdiocese of Los Angeles community, we want to assure that we are in compliance with both Megan’s Law and our “Zero Tolerance Policy.”

5.4 Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events
Revised August 20, 2007

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

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

5.5 Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth

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All Junior High and High School Students should recognize that while they are engaged in service or activities involving children or youth they are role models who are called to treat each child with respect and care.

- Student leaders, workers and volunteers are required to observe all rules and regulations established by their school and by the school or agency they are serving
- Student workers and volunteers may not associate or be present with children or be party to activities where civil law and/or school rules are violated
- Caution is to be observed in all interactions with children including verbal, written and electronic communications
- Games or sports activities with children should be engaged in only in the presence of adults, or in a place openly accessible and visible to adults
- While in a room with children present, the door should remain open, or there should be visibility through door windows
- Topics or vocabulary which could not comfortably be used in the presence of parents or the school principal should not be used with children
- Gifts or mementos should never be given to individual children unless authorized by the principal
- Student workers and volunteers must respect the physical boundaries of children. Children must never be touched punitively, nor should they be touched in any way that could be construed as inappropriately affectionate
- Student workers and volunteers must sign the Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth. See: Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth. Guía de Limites Para Jóvenes en Junior High and High School Trabajando o Siendo Voluntarios con Niños o Jóvenes.
Chapter XIII - Students and Families, Elementary and Secondary Schools
Section 6 - Testing and Research in Schools

6.1 Policy

As an encouragement to the development of innovative and effective educational programs by the faculties of the schools of the Archdiocese of Los Angeles, the Department of Catholic Schools has established the following procedures for approving and conducting such programs by its own employees, outside agencies, graduate students and universities.

The Department of Catholic Schools will be responsible for reviewing all proposals for human subject research projects to be conducted in the elementary and secondary schools in the Archdiocese. Approval of any such proposal shall be contingent upon protecting the rights of the students, parents, and other parties, as specified by this policy and the law. All references to "parents" in this section shall also include "guardians." Prior to approving any proposals, the Department of Catholic Schools will submit them to the archdiocesan Legal Department for review.

6.2 Responsibilities of the Researcher

Individuals asking to conduct research projects in a school must submit a formal, written request to the Superintendent at the Department of Catholic Schools. Prospective researchers must supply clearance from the applicable bodies which approve research projects at the university or institution with which they are affiliated ("Institutional Review Board" or "IRB").

6.3 Required Information
• A cover letter including researcher’s name, university/institution address, affiliation
• An approval document from the researcher’s IRB
• A statement of the purpose of the study
• The potential usefulness of the research to education or other use
• The population that is the direct subject of the study and the impact, if any, of the study on those not directly involved in the study
• The procedures for conducting the research project, including nature and degree of the school’s involvement
• The projected time frame
• Copies of tests, questionnaires, oral interview questions, and any other research materials (“Research Materials”) to be used
• A sample disclosure letter to be sent to parents, if applicable
• The provisions and assurances for preservation of privacy rights and confidentiality regarding data collecting procedures and data reporting
• Information concerning any known risks and benefits the research might have for those who participate in it
• Compensation to the research subjects, if applicable
• Subjects’ Bill of Rights
• Informed Consent forms, including a sample minor’s assent to participation in research form, if applicable
• Appropriate educational activities for students who may be part of a control group
• In the case of a student proposal, a statement from the faculty advisor or committee endorsing the study as educationally worthwhile
• An undertaking that all those who will be in contact with minors shall meet all legal and archdiocesan requirements for fingerprinting, background checks and similar measures intended to safeguard children

Permission to contact the schools directly will be given to the researcher only if written approval for the research project has already been given by the Department of Catholic Schools and the school principal.

An abstract and final report must be forwarded to the participating school(s) and to the Department of Catholic Schools. Depending on the circumstances and nature of the study, the Department of Catholic Schools may require negotiations as to assignment of intellectual property rights arising out of the study and any future use of the research study results.

6.4 Role of the Department of Catholic Schools
The Department of Catholic Schools will review the written request to conduct research in Catholic schools. Consultation with experts in the field, when appropriate, will be undertaken in evaluating research proposals using the following criteria:

- Potential educational merit of the study
- Evidence of bona fide university/institutional affiliation.
- Appropriate supervision of the researcher, if the researcher is a student
- Minimum disruption to the school schedule
- Adherence to standard, ethical research guidelines, applicable IRB requirements and Roman Catholic norms

Except for narrowly tailored academic or diagnostic testing by licensed educational psychologists retained by individual schools, no research or testing project may be conducted at any archdiocesan school without prior written permission from the Department of Catholic Schools and the Legal Department. Principals or other administrators who receive a request to conduct research from any person, whether that person is currently employed by or affiliated with the archdiocese or not, must refer the request to the pertinent Superintendent of Elementary or Secondary Schools. The Department of Catholic Schools will provide the requestor with a copy of this Testing and Research in Schools Policy and evaluate the proposed project accordingly.

Notification that the research proposal is approved or not approved will be given in writing to the researcher and, where applicable, to the IRB by the Department of Catholic Schools.

The Department of Catholic Schools reserves the right to terminate any research project involving Catholic schools in the archdiocese with or without cause at any time.

6.5 Responsibilities of the School Administrator
Although a research project may have received prior approval from the Department of Catholic Schools, the local principal, in consultation with the pastor, is responsible for determining whether to participate in the research project, and to communicate that decision to the researcher.

The researcher must provide the participating principal with a copy of the approval letter from the Department of Catholic Schools, a copy of any communication to teachers, parents, etc., and a copy of all materials and/or instruments to be used.

All efforts must be made to minimize disruption to the daily school schedule.

If the subjects involved are students, permission for them to participate must be obtained in writing from a parent or guardian and Informed Consent forms and Subjects Bill of Rights forms ("Disclosure Materials") must be provided to students and parent or guardian.

Informed consent requires that parents are given sufficient information about the research, prior to granting permission, for their children's participation in the research project. Informed consent also implies that parents, upon written request to the school and to the researcher, may preview the Research Materials at the school. Except where the school is informed that the IRB has waived the requirement, minor students who participate in the research project must give their assent.

If requested, all Disclosure Materials and, where possible, all Research Materials must be provided to the students and parent or guardian in the language with which they are most familiar.

Disclosure and Research Materials must be carefully supervised by the principal or the researcher, since appropriate ethical and professional standards must be observed in the use of copyrighted materials, such as test instruments. (Some tests are protected under copyright laws and ethical guidelines prohibiting prior review by test subjects must be observed).

 Provision for appropriate educational activities should be considered for children in control groups or for children not participating in the research project.

Communication to parents about research projects should be handled in collaboration with the principal. The names and addresses of students or parents should not be given to the researcher without the prior consent of the parents.

*The local school administrator, in consultation with the Department of Catholic Schools, retains the right to withdraw from participation in a research project.

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

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

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

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

Exceptions to this role may be made only:

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

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

7.2 Interview and Removal from School of Students by Police Officers

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

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

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

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

Principals must notify the Department of Catholic Schools if a student is removed from school by law enforcement or Child Protective Services.
7.3 Interview of a Student During School Hours by a Police Officer

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

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

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

- Obtain a business card and confirm the identity and official capacity of the police officer and the authority under which he or she acts
- In the case of the release of the student to the officer, the reason for such an action

Child Protective Agency workers may interview for the purpose of their legal obligations to investigate reported child abuse or neglect. Child Protective Agency workers are authorized to assume custody to remove a child from school.

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

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

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

Even in the case of child abuse it is the Child Protective Agency’s duty to notify the parent or guardian, but the principal should obtain the following information:

- The name of the police officer or Child Protective Agency representative
- The telephone number of the police station
- The officer’s badge or ID number
- Instructions from the officer regarding parental inquiries concerning the whereabouts of the student

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

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever a school principal conducts a search of a student's person or personal effects, an adult witness should be present. Strip searches may only be conducted by law enforcement and may not be conducted by a school official.

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

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

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

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

In the event that any items belonging to a student are confiscated, the principal should document that fact 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.
Chapter XIII - Students and Families, Elementary and Secondary Schools

Section 8 - Behavior

8.1 Code of Christian Conduct Covering Students and Parents or Guardians

The students' interest in receiving a quality, morally based education can best 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 or guardians to withdraw their children.

It shall be an express condition of enrollment that the students and parents or guardians shall 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 Parent/Student Handbook of the school.

These Christian principles further include, but are not limited to, the following:

- Parents or 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 or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
- Any parent or guardian or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extra-curricular 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 distribution of handbills.
- Any parent or guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of his or her child in the school.

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

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

8.2 Disruption by Parents, Guardians or Other Family Members
Any parent, guardian or other person who materially disrupts class work or extracurricular activities in a place where a school employee is required to be in the course of his or her duties may be guilty of a misdemeanor and risks the continuation of his or her child in the school. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills. Any parent, guardian or other family member who insults or abuses any school personnel risks his or her child’s continuation in the school.

Any parent, guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.

8.3 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 or attitudes of parents or guardians; it is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parents or guardians as described above might so diminish the effectiveness of the education 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, and the Department of Catholic Schools. The regulations governing recommended transfer would then be applicable.

A statement concerning parental attitude and behavior and their consequences should be included in the Parent/Student Handbook.

8.4 Personal Appearance of Students

It is recommended that each school publish in the Parent/Student Handbook regulations and guidelines regarding dress and grooming which are considered appropriate at school. Emphasis should be placed on good taste, neatness, cleanliness and modesty.

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 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.

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.

If a student frequently offends against the published standards of dress, grooming or hygiene, and has been corrected in this regard, the cooperation of parents and guardians should be sought to correct the problem. In questions of personal appearance, it remains the principal’s discretion to send the student home for the remainder of the day. The school may also reserve the right to require that parents or guardians bring an appropriate change of clothes to school, if a student is inappropriately dressed.
8.5 Alcohol, Narcotics, or Other Controlled Substances

8.5.a Guidelines Related to Possession and Use

In the development of school policy, the following apply:

- All school policies must comply with state and federal law which 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 alcoholic or controlled substance violation occurs or comes to the attention of the school with each case to be judged individually
- School policy is to be enforced

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

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

8.5.b Procedures in the Case of Suspected Possession or Use

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

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

In cases where sale or possession is verified, school administrators follow these procedures:

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

Section 9 - Discipline

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

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

9.1 Maintenance of Effective Discipline

Effective discipline is maintained when there is:

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

9.2 Disapproved Disciplinary Measures

The following disciplinary measures are forbidden:

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

9.3 Detention

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

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

9.5 Expulsion

9.5.a Reasons for Expulsion

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

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

9.5.b Procedure for Expulsion

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

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

9.5.c Written Record
A written record of the steps leading to expulsion must be kept on file with copies of all communications and reports. The following form should be used, one copy kept on file and a copy mailed to the supervisor at the Department of Catholic Schools.

Name of Student:

Offense or situation:

Date:

Parents notified by: ___________________________ Date __________________________

Remarks:

First Meeting:

Place:

Time:

Persons present:

Remarks: ’

Signature(s):

Second Meeting:

Place:

Time:

Persons present:

Remarks:

Outcome:

Signature(s):

9.5.d Cases Involving Grave Offenses

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

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

9.5.e Time of Expulsion

- An expulsion may be made immediately if the reasons are urgent
- Only in exceptional cases shall expulsion of a graduating student who has been in the school one or more years be allowed
- If an expulsion is to take place during the last quarter of the school year or during the last semester in the case of graduating student, prior approval of the Department of Catholic Schools is required for elementary schools before the expulsion can take effect. It is recommended that secondary schools consult with the Department of Catholic Schools before expulsion of a graduating student.
9.5.f Reporting of Expulsions

- All expulsions, even if they occur at the end of the year, are to be reported by telephone to the supervisor at the Department of Catholic Schools within 24 hours and subsequently submitted in writing.
- The County Office of Education shall be notified immediately of expulsions. A copy of the Cumulative Student Record should be held until requested.

9.5.g Right to Make Exceptions

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

9.5.h Home Study

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

Any student who is accused of a felony may, at the discretion of the Principal, be placed on home study until the issue is resolved.
Chapter XIII - Students and Families, Elementary and Secondary Schools
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Remarks:

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Any student who is accused of a felony may, at the discretion of the Principal, be placed on home study until the issue is resolved.
This policy must be published in the Parent/Student Handbook and applies to all students. There are separate harassment policies that apply to employees, parents and other adults in the school community.

(Name of School) is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents or 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 found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension or dismissal.

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

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

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

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

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

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

**10.1 Responsibilities of the School and Students**
It is the responsibility of the school to:

- Establish practices and provide staff development training and age-appropriate information for students, designed to create a school environment free from discrimination, intimidation or harassment
- Make all faculty, staff, students, parents or guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement
- Remain watchful for conditions that create or may lead to a hostile offensive school environment

It is the student's responsibility to:

- Conduct himself or herself in a manner that contributes to a positive school environment
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing
- If possible, inform the other person(s) that the behavior is offensive and unwelcome
- Report all incidents of discrimination, harassment, bullying or hazing to the principal or teacher
- As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated thoroughly and will involve only the necessary parties; confidentiality will be maintained as much as possible

10.2 Student Threats

All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal 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 or guardians of the student who has made the threat will be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, should be notified immediately.

The student who has made the threat shall be suspended until the investigation by the police and school has been completed and at that time may face other disciplinary sanctions, up to and including removal from school. Any decision to re-admit a student who has made a threat should be made by the principal and pastor on a case-by-case basis. Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. These actions may result in suspension or removal of a student from school.

This policy shall be communicated clearly to faculty, staff, volunteers, parents or guardians and students.
Chapter XIII - Students and Families, Elementary and Secondary Schools

Section 11 - Parent Relations

Parents have the primary responsibility for the education of their children. The school supports, enhances, and complements this role. Parents should be kept informed of the progress of their children by means of report cards, progress reports, conferences, open house, and carefully prepared programs that demonstrate materials and methods employed in the school.

11.1 The Parent/Student Handbook

School policies must be clearly stated in the Parent/Student Handbook and must be consistent with archdiocesan policy as stated in the Administrative Handbook. Those sections identified as "Archdiocesan Policy" must be included verbatim in the Parent/Student Handbook. All school policies should be reviewed annually to determine that they remain consistent with updated archdiocesan policies.

The Parent/Student Handbook shall contain a statement that reserves the right of the principal to amend the handbook at any time. Parents or guardians and students must be promptly notified in writing of any amendments.

Parents, guardians and students must sign a statement each year that acknowledges their agreement to be governed by the handbook and the right of the school to make amendments. (See Parent/Student Policies Agreement Form) It is also recommended that this statement be included in the enrollment/reenrollment contract.


11.2 Student Report Card/Progress Report

The Archdiocesan Kindergarten Progress Report is an optional form for reporting student progress to kindergarten parents. It is to be issued twice a year. Instructions for use of these reports will be provided to schools.

The Archdiocesan Student Report Card Program is the official vehicle to report student academic progress, non-academic progress, work habits, and behavior to parents. It is issued to students in second through eighth grade by quarters or trimesters during the school year and issued to students in the first grade at least twice during the school year.

Secondary schools issue report cards or other forms of progress reports several times a year. When a student is in danger of failing a subject, schools will notify parents in advance: in a nine-week report period, parents should receive notice at least three weeks prior to the end of the period. If a student is in danger of failing a subject, schools must inform parents of the possible deficiency in sufficient time to prevent the failure, if at all possible.

Ordinarily parents may receive their child’s report card independent of tuition payment. However, a report card, diploma, or transcript may be withheld from the parents or guardians pending payment of overdue tuition or other obligations such as property damage at the school. Further, official transcripts cannot be withheld from a requesting elementary or secondary school. See Transfer of Records.

11.3 Academic Dismissal or Recommended Transfer
Schools must clearly define their dismissal procedures as well as appeal procedures. Many schools have a rule requiring dismissal if academic failures cannot be made up in summer school or if a student receives a specified number of academic failures at the end of a semester or school year. These conditions must be clearly stated in the Parent/Student Handbook.

Any school that maintains this type of regulation must provide parents and guardians sufficient notice prior to failure. The principal or other administrator shall ensure that teachers do not impose academic failures unless they are justly deserved, adequately documented and parents and guardians have been previously notified.

11.4 Parent or Guardian Right of Visitation at School

11.4.a Rules Regulating Parental Visits

The school may adopt rules regulating the right of any parent or guardian to visit their child(ren) 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 the parent(s) work out a mutually agreeable alternative to interrupting the student’s schedule at school.

11.4.b Non-custodial Parent

Parents 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 parent to provide the underlying agreements for these matters. The archdiocesan Legal Department is available to advise on how to handle these matters. The parent who has custody should be encouraged to present legal evidence regarding the extent of the other parent’s visitation rights.

A parent who does not have legal custody of his or her child, but has the right of visitation, may visit, subject to the school’s parental visitation policy, unless the school has received a legal order prohibiting such a visit. Prior to taking any action, the principal must identify the parent, and determine whether or not he or she has visitation rights.

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

11.4.c Child in Foster Care

When a parent whose child is in a foster home makes a request to visit with the child at school, the school shall inform the agency which is responsible for placing the child in the foster home.

11.5 Married Students

Central to the philosophy of archdiocesan/parish secondary schools is the belief that parents are the primary educators of their children. In support of this, the school and the parents work in close collaboration in all aspects of the student’s educational process. Since a married student is in effect no longer accountable to a parent or guardian, the relationship between the school and the parent is compromised. Therefore, a secondary school may preclude a student who marries from attending school. The Principal is expected to confer with the Regional Supervisor before making any final decision.

11.6 Students No Longer Living with Their Parents

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Central to the philosophy of archdiocesan/parish secondary schools is the belief that parents are the primary educators of their children. In support of this, the school and the parents work in close collaboration in all aspects of the student’s educational process. A student who is legally emancipated, (other than students who have been in a foster home or guardian arrangement) and are not living in the home of a parent or guardian may be precluded from continuing to attend an archdiocesan/parish secondary school. The Principal is expected to confer with the Regional Supervisor before making any final decision.

11.7 Emancipated or Eighteen Year Old Students

All school regulations apply to students who are emancipated or eighteen years of age as long as they are enrolled in the school.

11.8 Consultative School Council and Parent Organizations

It is expected that each Catholic elementary school will establish a Parent Teacher Organization and a Consultative School Council. Both groups exist to support the school and are critical to the school’s viability, but they have very different functions.

- **Parent Organizations**

The main functions of the Parent Teacher Organization are to raise funds for the school’s current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the parent teacher organization shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school.

Financial operation of a parent teacher organization shall be governed by the regulations for financial operations as found in the Parent Teacher Organization Bylaws. See Parent/Teacher Organization Bylaws and PTO Roles and Responsibilities.

- **Consultative School Councils**

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

The membership of the Consultative School Council should include the pastor, principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines (see Administrative Handbook for Bylaws), the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1988).

The regional supervisor at the Department of Catholic Schools is available to assist and guide schools in the implementation of a Consultative School Council.

See Sample Constitution for Consultative School Council and Sample Bylaws for Consultative School Council.