

Mission Statement

The Mission of Mary Immaculate School, in partnership with families, is to serve God through faith, love, and respect while inspiring and cultivating learning, leadership, and service.

Our school promotes a safe and supportive learning environment that helps foster each student's spiritual, academic, and social success.

As Catholic Christian educators, we strive to empower each child to become a life-long learner, contributing member of the community, and tomorrow's Christian leader.

Statement of Educational Philosophy

As a Catholic and Christian Community, we at Mary Immaculate School believe in the spiritual, intellectual, social, physical, psychological and aesthetic development of the students entrusted to our care. We share this responsibility with the parents who have a primary role in the child's education. We pledge to pursue these goals by helping students to:

- develop a relationship with God through the teaching of Catholic doctrine and a Catholic value system.
- set realistic goals and strive for excellence by developing a positive attitude towards learning in all academic areas.
- develop caring attitudes through interaction and interpersonal relationships in schools, families and community.
- develop an awareness of the physical potential of the total person.
- develop a positive attitude towards self, peers life , work and authority necessary to adjust to changes in life and society
- develop a sense of appreciation for the harmony and order which exists in nature and man's obligation to it through experiences in the fine arts and sciences.

We support and uphold the educational principles established by the Catholic Schools' Office for the Archdiocese of Los Angeles in its Vision and Values Statements, and strive to be an outstanding example of Catholic education through our dedication to the ideals and goals contained within this statement.

Statement of Educational Goals

In order to clarify and delineate the educational philosophy of Mary Immaculate School, the following objectives have been identified:

The **RELIGIOUS GOAL** of aiding students in the development of a relationship with God through the teaching of Catholic doctrine and values will be accomplished by:

1. developing a sense of a Catholic Christian community and knowledge of Scripture and a sacramental life;
2. explaining and encouraging active participation in the liturgical celebrations;

3. witnessing as a faculty to the message of Jesus by our respect and concern for one another;
4. teaching students to participate in daily prayer and Christian service;
5. maintaining high expectations of polite Christian behavior to be exemplified by our entire school community.

The **INTELLUCTIONAL GOAL** of teaching students to set realistic goals, strive to reach their potential, and develop a positive attitude toward learning in all academic areas will be accomplished by:

1. providing an environment for joyful and meaningful learning;
2. stimulating intellectual curiosity;
3. developing self-reliance and self-discipline;
4. assisting students to recognize and build upon strengths;
5. developing basic communications skills through reading, writing,, speaking and listening;
6. developing problem solving skills through math concepts, computations and application;
7. developing independent thinking through a process of critical and objective analysis in all subject areas.

The **SOCIOLOGICAL GOAL** of aiding in the development of Christian attitudes in school, family and community will be accomplished by:

1. developing an awareness of rules of courtesy, fairness and teamwork;
2. developing an understanding of the basic processes and structure of democratic government and a students' rights, responsibilities, service and leadership as citizens;
3. developing an awareness of the uniqueness of each individual without regard for race, religion, gender or age;
4. encouraging a healthy pride in one's own ethnic background and culture;
5. assisting the student in the development of positive independence and in responsible decision making;
6. developing an understanding of vocations and occupations encouraging students to prepare for the future by developing their own skills and talents.

The **PHYSICAL GOAL** of developing an awareness of the physical potential of each person will be accomplished by:

1. developing skills necessary for the care and control of the body through knowledge of hygiene, nutrition, physical fitness and first aid;
2. developing lifetime habits conducive to good health and recognizing that drugs and alcohol can be destructive elements;
3. developing a healthy knowledge and respect for human sexuality focusing on Catholic teachings;

The **ENVIRONMENTAL GOAL** of providing students with and environment which aids in the attainment of religious, intellectual, sociological and physical goals will be accomplished by:

1. encouraging students and staff to be waste conscious and responsible in using materials and utilities and fostering attitudes of reusing and recycling in school and community;
2. encouraging staff to provide students with a learning environment that is clean, organized and safe with the appropriate décor, attractive and meaningful.

2024 - 2025 Staff Members

School

Principal	Ms. Veronica Macias
Vice-Principal	Mrs. Becky Cisneros
Vice-Principal/Athletic Director	Ms. Lyanne Novales
Dean of Discipline	Ms. Stephanie Arriaza
Receptionist	Mrs. Hortencia Vargas
TK Teacher	Ms. Krystal Flores
Kinder Teacher	Miss Mikala Gennovario
Grade 1 Teacher	Mrs. Brenda Murillo
Grade 2 Teacher	Mrs. Nancie Serrano
Grade 3 Teacher	Mrs. Elizabeth Romero
Grade 4 Teacher	Ms. Adriana Ramirez
Grade 5 Teacher	Ms. Veronica Sandoval
Grade 6 Teacher	Mrs. Sahira Garcia
Grade 7 Teacher	Ms. Denise Crosby
Grade 8 Teacher	Ms. Lyanne Novales
Middle School SS Teacher	Ms. Stephanie Arriaza
Technology Director	Ms. Niellka Zuniga
Music Teacher	
PE Teacher	Mr. Andrew Wisniewski
Daycare Director	Ms. Wendy Valladares
School Counselor	Mrs. Vanessa Feliciano
	Ms. Brittney Martinez
Lunch Clerk	Ms. Wendy Valladares
Custodian	Mr. Roberto Caudillo

Parish

Pastor	Rev. Julio Domenech
Associate Pastor	Rev. Walter Paredes
Associate Pastor	Rev. Martin Roque
Religious Education Director	Mr. Jose Luis
Family Catechism Coordinators	Dn. Mr. & Mrs. Jose Cruz Ortiz
RE Adm. Assistants -	Ms. Jessica Ayala
Confirmation Coordinator -	Ms. Lissette Villalobos
Office Assistant -	Mrs. Ramsel Martinez
RICA/RCIA Coordinators -	Dn. Martin & Mina Orea
Wedding Coordinators -	Dn. Martin & Mina Orea

Parish Office Staff

Executive Secretary	Mrs. Nery Flores
Administrative Secretary	Ms. Laura Ruiz
Office Assistant	Ms. Melissa Padilla
Liturgy Assistance	Mr. Jesus Jimenez

Custodial

Custodian	Mr. Hector Hernandez
	Mrs. Maria Magana
	Mr. Jose Davila
Plant Manager/Supervisor	Mr. Victor Lopez

PTO Executive Board

President	Claudia Leiva-Munoz
Vice-President	Nataly Guzman
Secretary	Edith Dordadea-Cisneros
Treasurer	Araceli Cano
Social Media Manager	Yesenia Recinos
Communications Manager	Adrianna Lozano
Community Outreach Coordinator	Melanie Mezquita

ASB Moderator/Members

Moderator Ms. Veronica Sandoval

Members:

Gensis Larios
Lisset Ramirez
Arianna Lopez Villalobos
Jadine Guzman
Danielle Reyes Ruiz
Alfonso Larita-Boror
Daniela Chacon
Sofia Cisneros
Christopher Martinez
Abigail Martinez
Clyde Lopez
Victoria Cruz
Quetzali Rivera

Student Learning Expectations

Mary Immaculate School students are courageous in LIFE.

Leadership

A leader is a communicator, a role model and a team player.

- Mighty Eagles lead by communicating effective, honestly and respectfully
- Mighty Eagles lead by being positive role models and active team players

Integrity

Integrity is doing the right thing, even when no one is looking.

- Mighty Eagles show integrity by being fair, dependable and honest
- Mighty Eagles show integrity by upholding our moral principles with humility and respect

Faith

Faith is having a strong belief and trust in God.

- Mighty Eagles show faithfulness by practicing daily prayers, participating in Mass, and serving God
- Mighty Eagles show faithfulness by loving others as God loves us

Empowerment

Empowerment is the confidence in seeing the potential in ourselves and each other.

- Mighty Eagles can empower one another by lifting each other up with empathy, kindness, and love
- Mighty Eagles can empower one another to become courageous leaders

Brief History of Mary Immaculate School

Cardinal James F. McIntyre founded Mary Immaculate Parish in April of 1954. He named Father Joseph Billman, OMI, as the first pastor. Two years later on Easter Sunday 1956 ground was broken for Mary Immaculate School, which would serve the growing number of young families in the Pacoima area. In September of 1957, classes began in grades 1-5.

The enrollment continued to rise and there was a need to expand. A building committee was formed and volunteers were recruited from the 27 craft and trade unions that donated their time and talent on Saturdays to renovate the rectory and added it to the school facility.

By the 1960's the population boom in the San Fernando Valley began to subside. In 1969 the school phased out the double classes. Gradually the space provided by the empty classrooms was utilized for other purposes.

Mary Immaculate School was initially staffed by the Sisters of Mercy from Manchester, New Hampshire with Sister Mary Colman as principal. In 1973 this religious community withdrew. From 1973 – 1977 the school had a lay principal, Ms. Margaret Hass. In September 1977 the Sisters of the Holy Names of Jesus and Mary accepted the administration of the school. Sister Marie Kronheimer, SNJM and Sister Virginia Stuart, SNJM served as co-principals until June 1998. Since then the school has been administered by lay principals. Currently the school is under the administration of our Pastor Father Julio Domenech and our Principal, Ms. Veronica Macias

Mary Immaculate School and Parish suffered severe damages as the result of the Northridge earthquake in January of 1994. Through the generosity and hospitality of Saint Ferdinand's School community in San Fernando, the children were able to resume their classes during the rebuilding process. In September of 1994 modules had been moved onto the Mary Immaculate campus so that the children were able to continue school at their site.

In 1998 the construction of the newly re-built school was completed and housed the students for the remainder of the year.

In 1996 the school Pre-Kindergarten Program was added.

Currently the school is fully accredited by the Western Catholic Educational Association and the Western Association of Schools and Colleges, and enrolls 160 students from grades TK-8 of which, 98% are of Latin origin.

General Information

Right to Amend

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

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.

Accreditation

Mary Immaculate School meets the standards and requirements issued for non-public schools by the State of California and the California State Board of Education as interpreted by the Catholic Schools' Office of the Archdiocese of Los Angeles.

Mary Immaculate School is further accredited by the Western Association of Schools and Colleges.

Controversial Issues Policy

Mary Immaculate School is a Catholic Parish Institution which abides by the teachings and values of the Catholic Church. Therefore, all staff and students are mandated to follow it.

Publication of Student's Work / Pictures

The publication of student's work/pictures is governed by the policies mandated by the Archdiocese of Los Angeles Department of Education, which is stated in the Parents Permission Form. (See sample located in the appendix.)

Use of Facilities

No individual or group will have access or use of school's facilities without permission from the Administration.

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 Organization

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.

Consultative School Council

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

The membership of the Consultative School Council should include the pastor, principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines (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, 1998).

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

Counseling Services

Mary Immaculate School works in conjunction with CPLA (Counseling Partners of Los Angeles) to provide on-site counseling services for the students four days per week. Parents are always brought into the process. The referral for this service is made by the teachers, administration or parents. School counseling services provide social/emotional and academic support.

Emergency Card

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

In case of emergency the emergency card will be shown to the paramedics or emergency room staff to authorize treatment and to advise them if a student has any particular medical needs or is on medication. Therefore, it is imperative that the information be accurate, complete and up to date. Only minor and very basic first aid will be administered to students at school. No secondary treatment such as changing or removing bandages will be administered. Parents of guardians will be contacted immediately if there is any question regarding the seriousness of or complications arising from an injury. No medicine of any kind, including aspirin may be given to students without written permission from parents/guardians. See [Medication Authorization and Permission Form](#).

After School Daycare

After school care for grades TK-8 at is offered at our school site. The services are available 15 minutes after school dismissal up until 5:00 PM at the cost of \$10 per day/per student. After 5:00 PM, any child who is not picked up, parents will be charged \$1.00 per minute. The program provides a light snack, homework/assignment work time, and scheduled activities. It is under the direction of the after school daycare director, Mrs. Wendy Valladares.

Students who participate in the after school extracurricular activities such as student council, sports, choir, drill/cheerleading, practices for special programs, etc., must adhere to their scheduled pick-up times. Otherwise, students will be sent to the after school program where appropriate fees will be charged.

Please Note – There is an annual \$20 registration fee per family.

Telephone Usage

Students may not call home during the day for missing homework, or lunches, or to make after school arrangements, or P.E. uniform.

Cell Phones

Students may bring cell phones to school, but must be turned into their homeroom teacher at the beginning of the day and will be returned at the end of the school day. Phones must be turned off at all times. The only exception to their use on school grounds will be in an extreme school emergency or during after school hours (3:15 p.m.). The school will not be responsible for any damage or theft that may occur while in the school's possession. **Any student violating the proceeding procedures will lose the privilege of bringing it to school for the remaining school year.** The school will confiscate the cell phone and return it to the parents. Should the student violate this procedure a second time, the phone will be confiscated and will be returned at the end of the school year. Appropriate consequence swill also be issued to the student violating the cell phone policy. Additionally, at no time may cell phones be used to take pictures while on school campus or any images (i.e. student in school uniform) representing the school without permission.

Hot Lunch

Hot lunch meals are provided for students on a daily basis. Order forms are sent home bimonthly and must be returned on Wednesday. No late orders will be accepted, with the

exception of students who are absent. **Lunch credit is given after three successive absences only.**

Delivery of Lunch / Books

All lunch boxes should be labeled on the outside with the student's name and grade. If your child forgets his/ her lunch, books, school supplies, etc., and you happen to remember them for your child, please bring them to the school office before 11:00 AM. Be sure each item is labeled with name and grade. The office will make certain that the item gets to the student. **No lunches from fast food chains, or soft drinks will be allowed.** If the child will have no lunch by 11:00 a.m., the school will provide a peanut butter and jelly sandwich with a drink and the parent will be billed \$5.00.

Parents may not take any items to classrooms. Classes may not be interrupted except for emergency messages which will be delegated by the school office.

Textbooks

Textbooks are very expensive. Since the students of Mary Immaculate School rent all of the non-consumable books parents will be held responsible to the school for the condition of these books.

Issued textbooks will be sent home the first week of school and will need to be covered. Textbooks should be covered at all times. Students are required to have a book bag in which to carry these books to and from school.

Book damage and losses must be prevented. All lost or damaged books must be paid for by the parent of the student before a replacement will be issued.

Lost and Found

"Lost and found" is located in the school office. Each month, the items in the lost and found area will be cleared out and donated to charity, which may find them useful.

Medication at School

To protect all children and to conform to the State Education Code, no student may bring any medication (prescription or non-prescription) to school. **Medication prescribed by a health care provider and over the counter with written parental consent must be taken in the school office, during school hours. See Medication Authorization and Permission Form.**

If a student needs medication either for a few days or over an extended period of time, and it must be given during school hours, an "Administration of Medication During School Hours" form must be requested from the school office. (Copy is in the appendix) Physician/health care provider will write directions on the form. It must be signed and dated by both physician and parent.

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

Students who are diabetic are allowed to test their blood sugar at school in the office and self-administer medication as necessary. The parent or guardian of a diabetic child must sign the Diabetic Consent Form and other appropriate medication permission forms and return them to the school. All medications must be kept in the school office and appropriately labeled as described. School employees may not administer injections to diabetic children except in an emergency.

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

The only exceptions for students carrying a prescribed medication are for those who have prescribed inhalers. However, they must have a Physician/health care provider's release on file stating that he/she may have it with him/her while at school or at a school activity. Parents are responsible in informing the school in writing of any allergies, chronic illness or medical problems of their child(ren) attending school.

Only under the above conditions may any medicine be given at school.

School Schedules

Mass Schedule (8:15 AM)

Fridays (Best Dress Uniform)

School Begins

Monday - Friday

Grades TK-8: 8:00 AM

Morning Recess

Grades TK-K: 9:00 – 9:30 AM

Grades 1-3: 9:30 – 9:50 AM

Grades 4-8: 10:00 – 10:20 AM

Lunch Recess

Grades TK-3: 11:00 AM – 11:35 PM

Grades 4-8: 11:50 AM – 12:25 PM

Bell Schedule

Monday - Thursday

8 AM – 3 PM

Friday

8 AM – 12 PM

Office Hours

Office opens from 7:30 AM.- 3:30 PM Monday – Thursday

Office opens from 7:30 AM - 1:00 PM - Friday

The office closes for lunch at 1:00 and reopens at 1:30 PM on Friday.

Policies, Guidelines, and Procedures for Admissions and Attendance

Nondiscrimination Policies

Mary Immaculate School, a parish elementary school in the Archdiocese of Los Angeles, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, disability, sex 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.

Inclusion Procedures

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

Guidelines for Admission to Elementary Schools

- Siblings (who have met the registration requirement) of students already enrolled in Mary Immaculate School will be accepted first
- Preferences shall be given to active members of the parish
- The required age for transitional kindergarten students is four (4) years of age on or before September 1.
- The required age for kindergarten students is five (5) years of age on or before September 1.
- The required age for first grade students is six (6) years of age on or before September 1.
- All students must comply with current California immunization and health requirements prior to enrollment.
- All students entering grade 1 must have a report of health examination (physical examination) for school entry form. This form will be accepted if the student had a physical completed while in Kindergarten.

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

Probation upon Admission

It is understood that all new students are accepted on a three-month probationary basis. In individual cases, some students may be accepted only after signing a contract detailing academic and behavioral expectations. If probationary students do not perform at acceptable levels, both academically and socially, it is understood that they will be required to withdraw and their admission status will be terminated.

Foreign students - non-immigrant students - with qualified visas approved by the U.S. Dept. of Justice, Immigration, and Naturalization Service will also fall into this category.

Immunization

In compliance with California State Law, all students at Mary Immaculate School must be fully immunized. Documentation is required and verified before admission to the school. The law requires that all students be immunized against Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, and Hepatitis B allowing for certain exemptions. Tdap Booster is required for students entering grades 7. A medical exemption requires a statement signed by a physician and a conscientious objection requires a signed notarized parental statement.

Communicable Diseases

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

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

Allergies

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

Absence and Tardiness

If you know that your child will be absent for all or part of the school day, you must call the office before 8:15 AM and leave word that your child will be absent or tardy.

A message may be left on the school's phone answering machine, since this machine records the time and date of the message. Recorded messages will be carefully screened. If there is a question concerning the authenticity of the call, parents may still be called to verify illness.

Absences may only be called in by a child's parent or guardian. Students may not call themselves in as absent.

When a child has been absent from school, a written excuse signed and dated by the parent/guardian is required when the child returns. This written excuse should be sent to the student's homeroom teacher. If there has been no communication during and after the absence the child may not attend class or receive missed work unless we receive an absence note.

If a child is absent more than 15 days in any trimester, or 40 days in the school year, grades will be withheld and an "incomplete" will be recorded on the child's record.

It is the student's responsibility to make sure that work done in her/his absence is completed. A "normal" make-up period corresponds to the number of acceptable absences. Tests missed must be made up on a schedule set by the teacher.

****Family trips or vacations are not acceptable absences.** Teachers cannot give accurate assignments in advance and parents will be required to sign an **Unexcused Absence Form**. It is the responsibility of the parent to provide help/tutorial for the child's missing homework and assignments during the unexcused absences. No make-up work will be given by the teacher during the unexcused absences and will receive a "0" for homework and assignments missed. **Upon his/her return, teachers will provide the missing work to be completed as a requirement for the semester, although no grade will be earned.** Please note – It is the responsibility of the student to obtain his/her missing work.

Students in grades TK-8 must be in her / his homeroom by 8:00 AM or she / he will be marked tardy. Students who arrive at school after their designated time of arrival must report to the office before going to their classroom.

Excessive absences and tardiness will be dealt with accordingly. Please note: 5 tardies will result in a warning given, six tardies will result in a \$3 fee per tardy; a tenth tardy will result in a parent meeting with the Dean of Discipline in addition to a one-day suspension. If after meeting with the Dean of Discipline and the tardies continue, student will be excluded from receiving the scholastic honors given at the end of each trimester.

Truancy

A pupil 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 a truant and can be reported to the attendance officer of the local public school district.

A pupil who has been reported once as truant and who is absent again from school without a valid excuse one or more days, or is tardy on one or more days, can be reported again as a truant to the attendance officer of the local public school district.

Tuesday Parent Envelopes

School sends home the Parent Envelope with the oldest child in the family. These envelopes will be sent out on Tuesday on an as needed basis, with pertinent information, and should be

returned the following day. A \$3.00 fee will be charged for envelope replacement. Please Note – weekly reminders are sent via email through Gradelink.

Contact with Teachers

If you have any questions regarding your child's progress or performance in school, or any other aspect of the educational program, please feel free to contact your child's teacher or the office to schedule an appointment with the teacher who will then confirm the appointment.

Financial and Communication Contract

Contract as to who is/are responsible for the child's

- a. Financial responsibility – the signer of the school contract
- b. School reports being sent to – the signer of the school contract
- c. Emergency contact for illness, accident or safety issues – listed on the emergency card

*Copies can be provided upon request by legal parent/guardian

Please Note - Communications pertaining to school matters will be relayed to person who signed the school contract only.

Arrival/Dismissal Procedures

Before/After School

Before School:

The earliest time that parents may drop off their child/ren is at 7:30 AM for students in grades TK-8. **Please note there is no before school supervision for any student anywhere, including inside the church before 7:30AM.**

After School:

Please be prompt in picking up children after school. Supervision is not provided after school. All walkers (students and adults) must use the walkway between the school building and the church office to enter and exit. Do not use **Van Nuys Boulevard or Remick Avenue gates.**

Children in grades TK-8 not picked up by 3:15 PM (12:15 PM on Fridays) will be required to report to the Extended Day Care room for supervision. Parents will be charged the appropriate amount by the Daycare Director.

A signed written permission is required and must be submitted for any student wishing to stay after school for special events such as sports, rehearsals, tutorials, service hours etc.

Driving onto the School Grounds

Grades TK-8: 7:30 - 8:00 AM. Enter and Exit through Remick Street gate in the **morning** using the car line procedure to drop-off your child/ren. In exiting, please Turn Right ONLY. Please Note - Upon entering the Remick Street gate, parking is allowed on the school grounds, however, child must be accompanied by an adult when walking to the school entrance. Parents must check-in with the office if things are needed to be dropped off with the teacher.

Enter and Exit through Remick Street gate during **afternoon** pick-up. Park vehicles as instructed by the school custodian. Parents can enter the school building **5 minutes prior to dismissal** to sign out their child/ren with his/her homeroom teacher.

The speed limit is 5MPH at all times. However, caution should be taken because children's actions are not easily predictable when they're excited about arriving at school or leaving for the day.

Dismissal during the Day

Parents are asked to keep requests of doctor and dentist appointments to a minimum during school hours and are encouraged to make arrangements during after-school hours.

Dismissal during the day other than medical or dental appointments should be a rare occurrence. All requests for dismissal situations must be written, and sent to school in advance of the day needed. The child must be picked up in the office, where the parent will be required to sign the student out.

Parents are requested not to go the classroom to pick up students during school hours. The principal has directed teachers to release students from classes only to administrative and office staff. This will be strictly enforced for the safety of all students.

Please Note:

Parents, guardians, and designated person/persons who are picking up student/s from our school, are responsible for the safety and well-being of the student/s after being picked up. Be mindful of their safety in and outside of the school yard. The school is not responsible for any accident/s or harm that may occur when they are under your/their supervision.

Emergency Closing of School

Emergency dismissal of the entire school may be made by the principal or his/her representative when a serious condition warrants it:

1. In case of epidemic, natural disaster, structural damage to school building or any other unsafe condition, the principal will assess the condition and decide on a day-to-day basis whether the school will be in session or not
2. Should the principal decide to close the school, parents will be informed through Gradelink. The principal will promptly notify the Regional Supervisor at the Department of Catholic Schools of:
 - a. The dates the school will not be in session

Leaving School Grounds

After a child has arrived at Mary Immaculate School in the morning, she/he will not be allowed to leave the premises unless called for by a parent or person authorized by parent. All such requests are made in the office, where the parent or appointed individual will be required to sign the student out. Proof of identification must be required of individuals who are not known to the office staff before the student is called to the office.

Students may not call home on their own if they are sick. Parents will be notified by the school office in regards to the sick students.

Persons Allowed to Remove a Student from School

No agency, organization, or person other than a parent/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 rule may be made only:

- By the parent/guardian, when properly identified.
- Upon the written request of the parent/guardian properly verified.
- 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 may inform the student's parent or guardian except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Section 11165 of the Penal Code or pursuant to Section 305 of the Welfare and Institutions Code.

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.

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.

Directory Information

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

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

student telephone numbers or personal email addresses, unless the parents 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.

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 adult 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.

Transfer of Records and Cumulative Pupil Record

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 Report 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 Report and in the Student Attendance Register.

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

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

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

Cumulative Student Report cards include only the following:

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

Withholding of Records

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

Work Permits

No minor may work without a permit. Under certain conditions work permits are granted to students. Student work permits may be obtained from the Work Experience office in the local area. Information regarding work permits and how to apply is available from the California Department of Education website: www.cde.ca.gov. For additional information and forms see <http://www.dir.ca.gov/DLSE/ChildLaborPamphlet2000.html>

A copy of the signed work permit must be kept in the student's file. Before signing a work permit for a student, the principal shall:

- Verify the information entered on the permit by the parent/guardian
- Examine the student's records and consult the teacher for a record of satisfactory academic achievement to date.

Disruption or Disorder by Parents, Guardians, or Other Family Members

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 distribution of handbills.

Any parent/guardian, or other family member who upbraids, insults, or abuses the principal, any teacher or staff member of the school is risking their child/ren's continuation in the school.

Any parent/guardian, or other person who insults or abuses the principal, any teacher or staff member 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, teacher, or staff member is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.

Custody Policy

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

Visitors on Closed Campus Policy

Constructive, harmonious relations between the school community and its publics should be fostered while good relations with the external community are to be encouraged, certain precautions should be observed:

1. All persons entering the school should be required to report to the office. Identification and credentials should be requested. All visitors should be required to sign in at the office and wear a visitors' badge while on campus.
2. Only persons or guest speakers who are officials of the school, the Archdiocese, or of approved groups, such as the Police and Fire Departments, should be allowed to address the pupils, either in class groups or in assemblies. For other persons, approval of principal is necessary.
3. All police officials and law enforcement officers shall be required to speak directly with the school administration or pastor, if an interview with a pupil is requested.

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.

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; it is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parent/guardians might so affect the education process as well as the overall well-being of the student. The student's continuation in the school may be impossible. Also this

uncooperative or disruptive attitude from parent/guardian might cause mental/emotional distress to any member of staff. So before a student is asked to withdraw because of the attitude or behavior of parents/guardians, the person in charge shall meet with parent/guardian to notify them of the inappropriate attitudes/behavior and provide them with the opportunity for change. Before the parents are asked to withdraw child(ren), the person in charge shall first obtain the approval of the pastor and regional superintendent.

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

Pupil Pregnancy

A primary purpose of Catholic Education is to guide our student's growth in Christian values and moral conduct. It stresses that the body is the temple of the Holy Spirit and that the sanctity of family life is enhanced through a fulfillment of God's plan as expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values. Any student that chooses to engage in such activity will be dealt with according to the mandated policies of the Archdiocese of Los Angeles.

In cases of pregnancy the mother and father (if known) should be encouraged and assisted in obtaining professional medical care and professional counseling consistent with Catholic teachings including teachings on the immorality of abortion, relevant to the pregnancy and the future of both parents and the unborn child. The Department of Catholic Schools in the Archdiocese can assist in the process and serve as a resource for services and referrals. Any student that chooses to engage in such activity will be dealt with according to the mandated policies of the Archdiocese of Los Angeles.

Abortion

The teaching of the Catholic Church is clear regarding the inviolable right to life of all human beings, the reverence and respect owed to each person including those conceived and not yet born, and the morally indefensible procurement of abortion. Abortion, which disregards innocent human life, is incompatible with and contradictory to the fundamental teachings of the Church, the mission of the Catholic school, and the values that ought to permeate Catholic education.

Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion, or influence or coerce another person to have an abortion. Any student that chooses to engage in such activity will be dealt with according to the mandated policies of the Archdiocese of Los Angeles.

HIV Infected Persons

The Archdioceses of Los Angeles has a clear position and policy on the admission of HIV infected students and teachers within our schools. It is one of compassion, acceptance and inclusion into the community. The Administrative Handbook clearly outlines procedures for school and school personnel in working with HIV infected persons and for precautionary measures, which need to be taken in helping them when they are ill or injured.

All personnel of Mary Immaculate School clearly endorse the position of the Archdiocese, which is summarized by this statement: "For most students infected with HIV, the rights and benefits of a normal school attendance outweigh the risks of their acquiring potentially harmful infections and the extremely slight risk of transmission of HIV. When possible, therefore, HIV-infected students will continue to attend school."

Child Abuse Reporting

This information is included to inform parents of the legal responsibility of school staff members.

Under California law, people in certain professions are required to report suspected physical and sexual abuse and certain forms of neglect. Neglect may include failure to provide necessary food, clothing, shelter, medical care and school attendance. Reports must be made to the student's County Child Protection Program or to the police. People required to report include "...A professional or his delegate who is engaged in the practice of...child care, education or law enforcement..." A person who is required to report, and does not, can be charged with a misdemeanor.

Staff members of Mary Immaculate School will report suspected child abuse.

Complaint Review Process

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit to the Gospel. The Archdiocesan Complaint Review Process offers assistance in those situations where school 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 effort 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 Regional Superintendent of the Department of Catholic Schools.
- The Regional Superintendent 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 Regional Superintendent makes a determination concerning the resolution of the complaint, based on the application of archdiocesan and school policies and / or/ regulations.

- The Regional Superintendent will then communicate the final determination in writing to all parties.
- There is no appeal beyond the Regional Superintendent.

“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.”

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 approval programs includes: **VIRTUS® Teaching Touching Safety** which is a TK-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 (designed to be age-appropriate) 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 the local victim assistance coordinator of the Archdiocese of Los Angeles (213) 637-7650.

Safety Drills

In the event of an earthquake, special emergency procedures will be enacted.

When an actual earthquake occurs, students will implement ACTION: "DROP, DUCK, COVER and HOLD". After the earthquake, the principal or person in charge will implement ACTION: "LEAVE THE BUILDING" or other ACTION by alarm. If there is no alarm, the teachers will wait for the shaking to stop and then will evacuate the students through their fire drill door exit (or the nearest possible open exit). No one may re-enter the building until it has been declared safe. Teachers will take attendance from their emergency roll cards.

It is important to note that each teacher will remain at school to help supervise the students until their parents can come and take them home, or until a Civil Authority takes over this responsibility.

Once outside, each teacher will:

1. Take attendance, and report missing students and their possible location to the principal or person in charge.
2. Assess injuries, and take action to help injured students on a triage basis until a designated person arrives to relieve the teacher.
3. Take over the specific supervisory duties assigned to them. (Sweep Team, Utility Team, First Aid Team, School Hospital Center Team, Student Control Team, Parent Control Team, Check-Out Table Team, etc.)

Children will be supervised and cared for at all times by an adult assigned by the principal or her designated replacement.

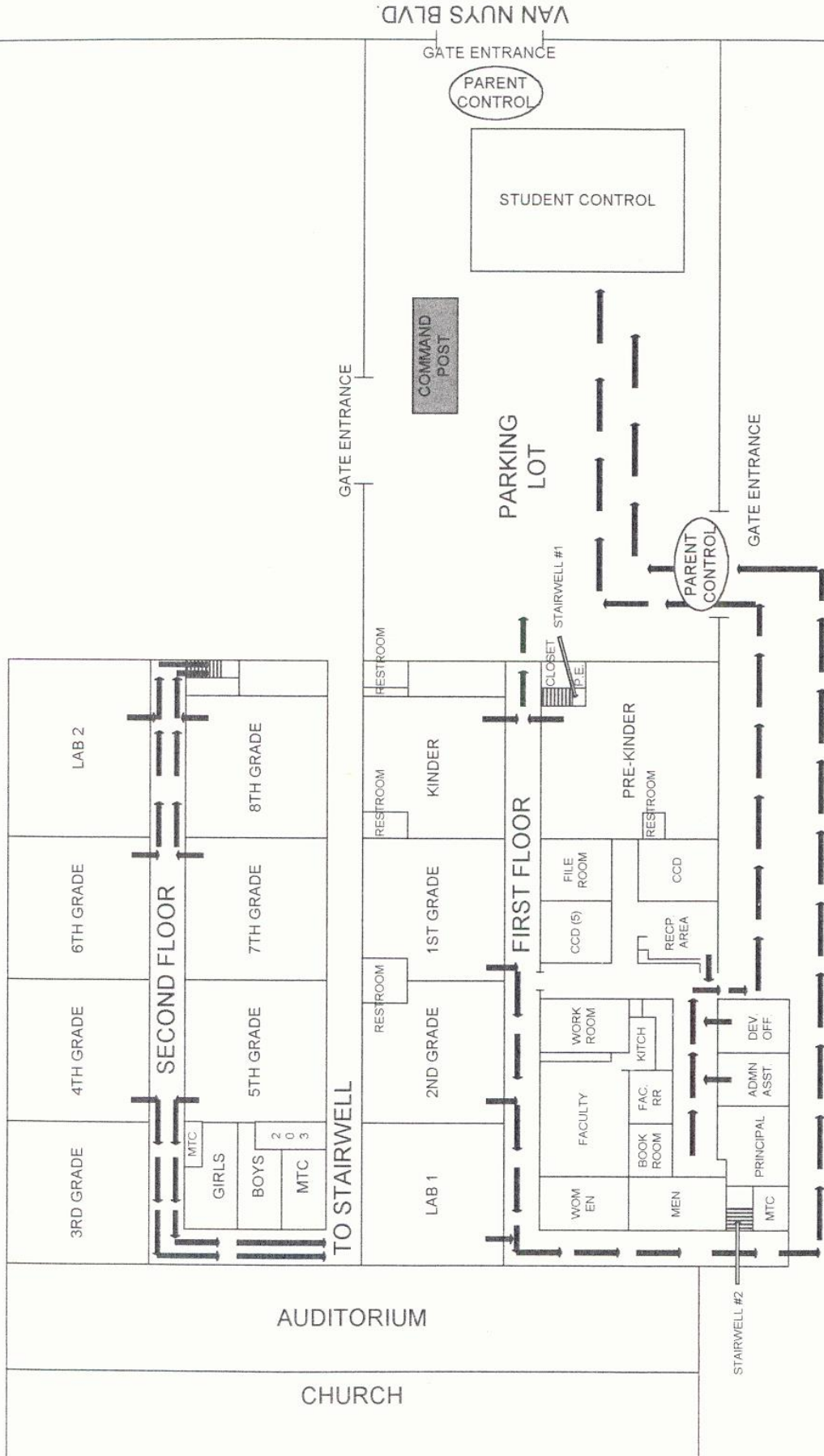
No child may go home with any person who is not authorized by a parent. Parents/Legal Guardians: Please do not send a neighbor, friend, or relative to get your child for you. School personnel will not be permitted to release students to anyone except parents, legal guardians, or persons designated by parents or guardians to take the child, as indicated on the yellow Emergency Earthquake card. Please Note – All students must be signed out.

It is important to note that an attempt will be made to keep the students in an area safely away from persons coming onto the school grounds to pick up their children. This is to prevent students from becoming more worried about their parents, and their homes.

Emergency Procedures

The school has policies and procedures in case of emergency situations such as epidemic, natural disaster structural damage to the school building or other unsafe conditions. Procedures are detailed within the School Emergency Handbook.

MARY IMMACULATE SCHOOL DISASTER MAP



* SANITATION AREA & HOSPITAL CENTER TO BE DETERMINED AT TIME OF INCIDENT IF NECESSARY

Policies, Guidelines, and Procedures for Academics and Co- Curricular Activities

Curriculum

Curriculum guides designed by the Catholic Schools' Office serve as the official Archdiocesan curriculum guide for all Catholic Schools in the Archdiocese of Los Angeles. Copies of the Curriculum Guide are available in the School Office for review by parents.

The Catholic School's Office follows the policy of multiple adoption of textbooks and programs. To guarantee the selection of excellent materials, evaluation committees are periodically formed, consisting of teachers, principals, supervisors and curriculum experts. These committees are charged with the responsibility of reviewing all materials in the appropriate subject areas.

Furthermore, the teachers at Mary Immaculate School have developed curriculums for each of the major subjects. These curriculums coordinate the specific skills outlined in the Archdiocesan Curriculum Guide, while at the same time applying specific grades of emphasis for teaching and mastery of these skills. Copies of Mary Immaculate School's Curriculum Guides are available in the school office for review.

Religion for Non-Catholic Students

Mary Immaculate School is a Catholic School, whose very reason for being is to further the message of Christ.

Non-Catholic students are required to participate in the spiritual part of our program. No one is excused.

Graduation Requirements

Before participation in graduation and/or its activities, all work must be completed, service hours must be performed, grade requirements are met, and all fees must be paid in full.

Academic Probation

A student may be put on probation for the following school year until certain requirements such as summer school, tutorial program, etc. recommended by the school during summer time is met. Probation could also occur during the school year to student who are achieving below grade level or failing.

Tutoring

If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources. Teachers may not be paid for tutoring students assigned to their classes with prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the students.

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

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

Required Summer/Tutorial Instructions/Studies

Students who are required to attend summer/tutorial school at the end of the current school year must comply with this requirement and must show proof of attendance with a satisfactory grade or higher before admittance to the assigned grade level in the Fall. If student obtains an incomplete or fails a grade or does not attend summer school, he/she will be placed on probation and parents must enroll in an afterschool mandatory remediation class twice weekly for the first trimester. The student's progress and level will then be evaluated at the end of the trimester.

STAR Testing

Every year each student in grades TK through eight takes the Standardized Testing and Reporting assessments (STAR) three times, once each trimester. The STAR assessments, published by Renaissance, support all students' learning journeys with assessments designed to drive instruction and accelerate reading and math growth. The results of these tests are given to the parent(s) of each student at the time of the 1st trimester conference.

Each January, students in grades five and eight take the Assessment of Catholic Religious Education test. This test measures the student's achievement in the areas of Catholic Doctrine and Concepts. Results of this test are used to review the religion curriculum and the religious instructional program at Mary Immaculate School.

Homework

Homework for students at Mary Immaculate School is given with great care and for the purpose of fostering habits of independent study. These carefully planned assignments are very beneficial to students. Studies have shown a direct relationship between learning and homework.

In elementary school, when homework assignments are given, they should not exceed one hour in grades 3-5 and two hours in grades 6-8. **In the primary grades homework should be left to the discretion of the teacher.**

Ordinarily, homework should not be assigned over the weekends or other holiday periods with the exception of long-term assignments i.e. book reports, projects, etc.

The homework guidelines listed below offer a framework for assignments given at Mary Immaculate School:

<u>Grade</u>	<u>Time</u>	<u>Suggested Homework for All Grades</u>
TK, Kindergarten, 1 & 2	½ hour	<ul style="list-style-type: none"> • Long-range assignments and projects should be anticipated and time should be budgeted well. • Study for tests. • Master math concepts: addition, multiplication facts, etc. • Unfinished class work will be done for homework. • All students are expected to read from a library book of their choice each day (15-20 minutes). • Grades TK-1: Parents are encouraged to read to children for 15-20 minutes each day
3, 4 & 5	1 hour	
6, 7 & 8	2 hours	

Research Projects and Rights of Parents

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

Grading / Report Cards

Report cards are issued three times a year. Pre-Kindergarten and Kindergarten report cards are given twice a year. In lieu of the report card a report is given to Pre-kindergarten parents at the time of the first conference to indicate the student's accomplishments and needs.

Grading System

The approved grading system for:

Grades TK - 2

O= Outstanding

G = Good

S = Satisfactory

NI = Needs Improvement

Grades 3 - 8

Subjects

A = 96-100%
A- = 93-95%
B+ = 90-92%
B = 87-89%
B- = 85-86%
C+ = 80-84%
C = 75-79%
C- = 70-74%
D = 65-69%
F = 64% & Below

Conduct

O = Outstanding

G = Good

S = Satisfactory

NI = Needs Improvement

Skills

+ = Area of Strength

√ = Area for Improvement

The permanent record card will be annotated to indicate the alternate marking system when system when it is used.

Students and parents will be given a CLEAR UNDERSTANDING of grading CRITERIA.

Promotion / Retention Policy

PRIMARY (TK-3)

Since primary grade children do not all achieve educational skills at the same chronological age, and all are not at the same level or readiness and maturity at the same time, standards for continuance at this level are based on indications of maturity and progress in learning according to ability.

To pass to the next grade, a primary student:

- should be able to focus attention on lessons and work
- should be able to function cooperatively in class
- should show responsibility in completing work
- should show responsibility in caring for materials
- should demonstrate skills in content subjects which are appropriate for the grade level and ability of students
- exceptions to this criterion will be on an individual basis and graded on a below grade level scale. This will only be done with the approval of the parent(s), staff and administration.

If the student is not succeeding as well as might be expected, a conference will be held with parents, teacher, student and principal, if retention is thought to be beneficial. This conference will be held in December following the end of the first semester. Subsequent conferences will be conducted before the end of the school year.

GRADES 4-5

1. All students in the 4th and 5th grades at Mary Immaculate School must earn a grade point average of 1.5 = 70% in basic subject areas each year to be eligible for promotion.

2. The core academic subject areas are: Religion, Math, Reading, English, Spelling, Social Studies and Science. These core subjects carry the weight of "1" when calculating the grade point average. Other basic subject areas are: Physical Education and Art/Music. These basic subjects carry the weight of "4" when calculating the grade point average.
3. Credits will be allotted in the following manner: A =4, A- = 3.7, B+ =3.3, B = 3 B- = 2.7, C+ =2.3, C =2, C- =1.7, D =1
1. If a student receives an NI in any trimester in any of the core subjects, the student will be required to raise the grade to a passing grade in the next trimester, and maintain passing grades in each subsequent trimester in order to pass.
2. A trimesterly conference (following the end of the grading period) will be held with parent(s), teacher, student and the principal, if the student's grades show signs of potential retention.
3. Students are expected to achieve satisfactory progress in these subject areas. Exceptions to this criterion will be on an individual basis and graded on a below grade level scale. This will only be done with the approval of the parent(s), staff and administration.

Honor Roll

Grades 1 - 8

Students in grades 1 through 8 will be recognized for their academic achievement and efforts in the following manner:

- **First Honors**-- achieving a 3.5 - 4.0 grade point average during the trimester, with no grade below a B, and all satisfactory conduct and class participation.
- **Second Honors**--achieving a 3.0 -3.4 grade point average during the trimester, with no grade below a B-, and all satisfactory conduct and class participation.

Students with academic and behavior disciplinary consequences will not be included in the honor roll (with the teacher's discretion).

- **First Honors:** Student will receive a certificate appropriate to the level of honor they have achieved for all three trimesters.
- **Second Honors:** Student will receive a certificate appropriate to the level of honor they have achieved all three trimesters.

Grade 7:

Will be allowed "special Junior High privileges" given by the school on the condition all services hours, work, and grades are completed.

Grade 8:

Before graduation deserving students are given service/subject awards and scholarships by faculty, staff, and administration based on a set criteria. Included are "Special Grade 8 Privileges" awarded upon meeting all requirements mandated by the school.

Special School Awards/Recognitions

Citizenship, Most Improved and Perfect Attendance are awarded to deserving students.

Field Trips

Teachers propose educational opportunities outside school. These trips are an integral part of the educational process and therefore **are mandatory**. Please Note - students cannot attend any PTO school fundraisers unless the child is accompanied by her/his parent.

Parent or legal guardian must sign the Student and Youth Activity Permission Form. Permission by phone will not be accepted. Permission slips by fax will be accepted; however this is not the preferred way to return it to the school.

Only parents who are designated as chaperones and who have met the requirements may attend. Chaperones are expected to be with his/her group from the beginning of the field trip until they come back to school. Chaperones may not bring uninvited guests including toddlers and/or infants. **Chaperones must be 21 years or older.**

Field Trips could be taken away from students who do not meet criteria and requirements mandated by school policies and teachers. Students who are benched from the field trip are not allowed to join the group. However, they are required to be in school.

Please Note – Field trips are mandatory for all students and failure to voluntarily participate will affect the student’s grade. Any assessments or activities given regarding the field trip will be graded as a zero if a student fails to attend.

The teacher plans, coordinates, and gives instructions/directions to the students and chaperones of the field trip. **The teacher is in charge.** Chaperones must abide by her/his instructions which will include places to visit, time schedules, and meeting the goals and educational objectives of the field trip.

(Field trips are not part of the mandatory parent school service hour program.)

Transportation Policies

- Transportation may be by personal car, school or chartered bus or van.
- School employees may not be alone with a student in a vehicle. Please Note - Parental written consent is required if transporting a child from and to school.
- School employees and parent or guardian volunteers driving students in their own cars must be at least **25 years of age**, have a clean driving record for the past three years, a valid Class C driver’s license and current, valid California automobile insurance. Each vehicle must have individual seat belts for each student. A copy of the parent or guardian’s driver’s license and insurance declaration page must be kept on file at the school.
- All contracts with bus companies or other transportation vendors must submit (liability insurance) to the office for review prior to signature.
- Schools must only use buses or vans with valid California State Approved Licenses or Charters.

Participation in Outdoor Recess

Ordinarily children are expected to participate in outdoor activities with their class. If your child is well enough to attend school, she/ he should be able to play outdoors for the short periods we have for recess.

Participation in Physical Education Classes

All students are expected to participate in physical education classes.

If a child should not participate for medical reasons, a signed excuse from a physician outlining the cause for the restriction and the length of time physical education class participation should be suspended is required.

Student Council

Mary Immaculate School has an active Student Council, which provides development of leadership, sense of responsibility and good citizenship among students. The students elect the members into office after meeting the requirements and qualifications required. Any elected student officer could be suspended from their duties if in the course of the year has failed to meet the required average grade or is suspended from school.

After School Athletics

Mary Immaculate School's athletics provides students with extra curricular sport activities, which develops good sportsmanship, self-discipline, teamwork, emotional control, and good citizenship. It is under the supervision and coordination of the schools athletic director who abides by the policy regulations and mandates of the Archdiocesan sports program.

Participating students must meet the following requirements:

1. Has acquired parental permission to participate
2. Has a grade point average of "C-" and above in all subjects
3. Physically and mentally fit
4. Must pay the \$60 fee for each sport plus additional costs may be added for uniforms.
5. Must return the sports uniform, unless paid for, and all equipment used after each season.

Any athlete whose average fails to meet the above-stated requirement, during the sports season, will be "benched" from further participation until the grade in question has been improved.

Electronic Communication Policy

Electronic Communication includes, but is not limited, electronic mail, computers, telecommunication systems including telephone, voice mail, video, facsimiles transmissions, stand-alone or network computers, the Intranet, the Internet, and the World Wide Web. All users of electronic communications systems (DVDs, CDs, laser discs, audio and videotape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, emails, text messages, instant messages, and all other downloaded, uploads, retrieved, opened, saved, forwarded or otherwise accessed or stored content) must comply with this policy.

- All systems, all information stored on them, and all work performed on them are school property.
- All systems are to be used primarily to conduct school business, not personal business. Employees/students are expected to conform to appropriate web surfing guidelines, whether during school or outside school hours.
- Communications on school systems are not private, and security cannot be guaranteed. Passwords and users IDs are designed to protect confidential information, not to provide employees/students with personal privacy. All passwords should be kept on record.
- The school reserves the right to monitor, access, retrieve, read and disclose all messages created, sent, received, or stored on the systems (including connections made and sites visited) to law enforcement officials or others, without prior notice.

- Staff members/students should use care in creating e-mails 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 backup system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge.
- As with paper records, proper care should be taken in creating and retaining electronic records, which can affect the reputation of the school and which the school may some day have to produce in connection with a lawsuit.
- All posting to "All Employees" / "All Students" on the Internet or the World Wide Web must be approved by the principal.
- Any files downloaded from the Internet or the World Wide Web must be approved by the principal.
- 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.

Users of the school electronic communications may not:

- Post or distribute communications which may contain content that a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, or derogatory, including but not limited to sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, 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 or materials to which staff members do not have access rights;
- Damage, alter, disrupt, or gain unauthorized access to computers or other systems;
- Enable unauthorized persons to access or use school systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords);
- Transmit confidential, proprietary, or sensitive information;
- Introduce a virus, attempt to breach system security or tamper with the system;

Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communications privileges and disciplinary action up to and including termination.

Policies, Guidelines, and Procedures for Finance

Tuition

Please Note – At the end of the school year, any outstanding school fees will be turned over to a collection agency.

Tuition 2024-2025 Due The First Of Each Month

There are (4) four levels of tuition for 2024-2025:

PLAN A: Contributing

This level requires that the family register at Mary Immaculate Church, use Parish envelopes and contribute weekly to the Sunday Collection using these envelopes, 40 service hours are required; 15 Spring Raffle tickets and the rest at various school events. If scholarship is received through the school, 50 service hours are required.

Families who sign up for this level of tuition will be monitored monthly. Failure to meet the above requirements will result in a “non-contributing” status.

The rates for contributing members are as follows:

<u># OF CHILDREN</u>	<u>AMOUNT</u>
(1) One	\$5,100 (\$510 per mo. for 10 mos. - \$464 per mo. for 11 mos.)
(2) Two	\$6,870 (\$687 per mo. for 10 mos. - \$625 per mo. for 11 mos.)
(3) Three	\$8,400 (\$840 per mo. for 10 mos. - \$764 per mo. for 11 mos.)
(4) Four	\$9,410 (\$941 per mo. for 10 mos. - \$855 per mo. for 11 mos.)

PLAN B: Pay full tuition and wish NOT to work any Service Hours

This level implies that the family **HAS NOT** chosen to work any Service Hours.

The rates for families paying full tuition and wish not to work Service Hours are as follows:

<u># OF CHILDREN</u>	<u>AMOUNT</u>
(1) One	\$5,570 (\$557 per mo. for 10 mos. - \$506 per mo. for 11 mos.)
(2) Two	\$7,340 (\$734 per mo. for 10 mos. - \$667 per mo. for 11 mos.)
(3) Three	\$8,860 (\$886 per mo. for 10 mos. - \$805 per mo. for 11 mos.)
(4) Four	\$9,880 (\$988 per mo. for 10 mos. - \$898 per mo. for 11 mos.)

PLAN C: Non-contributing families

This level implies that the family **HAS NOT** chosen to register at Mary Immaculate Church.

The rates for non-contributing members are as follows:

<u>#OF Children</u>	<u>Amount</u>
(1) One	\$6,170 (\$617 per mo. for 10 mos. - \$561 per mo. for 11 mos.)
(2) Two	\$7,960 (\$796 per mo. for 10 mos. - \$724 per mo. for 11 mos.)
(3) Three	\$9,890 (\$989 per mo. for 10 mos. - \$899 per mo. for 11 mos.)
(4) Four	\$11,043 (\$1,044 per mo. for 10 mos. - \$1,004 per mo. for 11 mos.)

PLAN D: 1 or 2 Installments

Pay in Full by Wednesday, August 7, 2024 (receive 5% discount)

Two payments: Wednesday, August 7, 2024 & Friday, Jan. 10, 2025 (no discount).

It should be noted that priority for admission to school is given to active members of Mary Immaculate Parish. Space is provided to non-parishioners after all applications from parishioner families are filled.

Fees 2024-2025

The following fees are due at the time of registration:

A. Registration Fee – February 27, 2024 (All fees are non-refundable)

- Re-registration Fee - \$60 per student (**non-refundable**):
- New student & returning students **after February 27, 2024** - \$80 per student
- Returning students **after July 1, 2024** - \$100 per student

The registration fee is due and payable **upon acceptance into the school**. Without this payment and contract, registration for the 2024-2025 school year is not complete, and the student will not be permitted to attend Mary Immaculate School.

B. General Fees – Tuesday, March 26, 2024

\$325.00 per child (**All fees are non-refundable**)

The following **NON-REFUNDABLE** fees apply and are due **no later** than date specified to the school office. Payment must be sent to the school office by the dates noted below.

Please Note – If payment is not received by these dates, the fee/s will be submitted to SMART Tuition Company where the fee/s will automatically be deducted from your savings/checking account.

C. Fundraising Fee – Wednesday, May 28, 2024

\$375.00 per family (which includes)

(375) Three Hundred and Seventy-Five Raffle Tickets (September Back-to-School Night)

Other fundraisers throughout the school year will be optional with the exception of the World's Finest Chocolate Sale and Spring Raffle.

D. Special Fee – Tuesday, May 22, 2024

- Kindergarten - \$50
- Grade 2 - \$50
- Grade 7 - \$75
- Grade 8 - \$125

*A slight increase may occur in the above fees for the 2025-2026 school year.

NOTE: A SMART late fee applies to all tuition and fees not received in full by date due.

Parent Involvement Program (Service Hours)

The Parent Involvement Program for Service Hours is instituted to help raise parent awareness and involvement in the education of the children at Mary Immaculate in a manner that directly affects the school's programs.

Parent involvement activities are available through contact with the school PTO representatives and/or school administration.

Parents who volunteer on a regular basis must be VIRTUS trained and have a TB which is good for (4) four years.

Each family is required to volunteer a total of 40 hours of service (50 hours for school scholarship recipient families) to the school during the school year; 15 Spring Raffle tickets must be sold and the remaining service hours must be completed at various school events. Service hours for this school year are as follows: 20 hours (\$200.00) for the Fall semester/25 hours (\$250.00) for the Fall Semester school scholarship recipient families, 40 hours per school year (\$400.00) /50 hours per school year (\$500.00) for school scholarship recipient families. The first twenty (20/25) hours are due in January, and the additional twenty (20/25) hours are due in May. Families who do not complete the required service hours will be charged a fee of \$10.00 for each un-worked hour. Payment of \$10.00 per service hour, in lieu of service, is also acceptable. Parents may also choose to pay an annual fee of \$400.00 (\$500.00 for school scholarship recipient families) instead of participating in the service hour program. **Please Note** – 15 Spring Raffle Tickets must be sold.

Because of the positive energy and productivity generated in the school through the service of parents, the school prefers your service and active participation instead of your payment of fees.

Please Note: Extra service hours are not transferable between semesters or between school parents.

Service Hour Schedule

Service Hours (40/50) begin in August, and must be completed by May.

A record of the hours worked by each family will be maintained at the school office and will be informed after the completion of the semester.

Service hours must be completed by:

- 1st 20/25 hours by January 7, 2025
- 2nd 20/25 hours by May 6, 2025

All service hours that are not completed by the above date will be billed at \$10.00 per uncompleted service hour. Completed hours are non-transferable. Additionally, hours cannot be completed by one school parent for another school parent.

Service Hours in the 2024-2025 school year can only be completed in the following (5) five ways:

- 15 Spring Raffle tickets sold
- Planning and working fundraisers
- Yard supervision
- Donations with store receipt only
- Coaching after-school sports

Note:

There is an option to pay for your service hours instead of participating. If this is your preference the following fee then applies:

- **Non-participation in Service Hours (40/50 hours):**
\$400.00 per family; \$200.00 (per semester) / \$500 per CEF and school scholarship recipient families; \$250.00 (per semester) will be billed onto the tuition account at the end of each semester.

Please note the service hour fee is optional and payable only after deciding not to participate. Because of the positive energy generated in the school through the service of parents, the school prefers your service and active participation instead of your payment for non-participation. **Mary Immaculate School highly encourages parental participation.**

Administrator of the Program

The school receptionist is the administrator of the Parent Service Hours Program. Any exceptions, problems or ideas should be brought to the principal's attention. An appointment for meeting should be scheduled with the principal to discuss hardship or problems that arise from the program.

How to Report the Service Hours

Parent Volunteer Sign-In Logs are used to record the hours you have spent in voluntary capacity for the school. It is your responsibility to remember to sign this Volunteer Log each time you work at the school so that you will be credited with your Service Hours. Additionally, all noted time must be verified by the program administrator. **Completed hours are non-transferable. Additionally, hours cannot be completed by a school parent for another school parent.**

Middle School Christian Service Hours

Grade 6 students are **required** to perform ten (10) hours of volunteer service, grade 7 students are **required** to perform fifteen (15) hours of volunteer service, and grade 8 students are **required** to perform twenty (20) hours of volunteer service throughout the school year.

Parent Teacher Organizations

When properly conducted, parent-teacher organizations promote parental support for the school program and increase mutual understanding between school and parents. The Catholic School Board, because of these benefits to the school, encourages formation of parent-teacher organizations under provisions of current archdiocesan policy, which are as follows:

General Norms

A parent organization associated with an archdiocesan elementary school shall comply with these general norms:

- It shall be established and continue or terminate operation at the discretion of the pastor or principal.
- It shall be consultative or advisory in nature.
- It shall have no legal status apart from the school and, therefore, will not be separately incorporated.
- It shall function in accordance with a written constitution that complies with all current provisions of archdiocesan policy governing the structure and operation of such an organization.
- Recommendations and actions of the organization are subject to all archdiocesan school regulations and policies as established by the Catholic School Board and executed by the Department of Catholic Schools.

Mandatory Meetings

All mandatory meetings require the attendance of at least one parent or of an adult to represent your child/ren due to the important agenda that is taken up during these meetings. This person must sign in at the beginning of the meeting and sign out at its conclusion. **A \$30.00 NON-ATTENDANCE FEE** will be applied if this procedure is not followed.

Student Group Accident Insurance

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

Policies, Guidelines, and Procedures for Discipline

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

Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, the staff, 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.

Maintenance of Effective Discipline

Effective discipline is maintained when there is:

- Reasonably 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

Right To Make Exceptions

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

Code of Christian Conduct Covering Student and Parents/Guardians

The students' 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 students behave in a manner, both on and off campus that is 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, principles or procedures set forth in any student / parent handbook of the school.

It shall be an express condition of enrollment that parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with 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 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 students in meeting the academic, moral and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, fundraisers 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.

Classroom Rules

In all cases, students will be treated respectfully and fairly. Simple, clear and consistent guidelines are stated, and posted in the classroom for the students.

Consequences given to a student for inappropriate actions or disregard for another's rights or safety are determined by the teacher and told to the students in advance. They are both appropriate for the child's age and maturity, and meaningful for the individual child.

If the situation warrants, the principal is brought into the discipline process. This will occur only after the teacher has used every possible recourse, including parental conferences. The principal's involvement indicates that a severe discipline problem exists, and severe consequences may result.

Consequences may involve staying after school, parent conferences, parent/teacher conferences, contracts, probation, after school detention, suspension or expulsion from school.

Fighting

Fighting, even "play fighting" is forbidden. Students engaging in this activity will forfeit their right to interact with other students, and will immediately be under the principal's disciplinary jurisdiction. Depending on the degree and severity of the fight, the principal may suspend or expel a student involved in this activity.

Vandalism

Vandalism of school property requires the repair or replacement by the student/parents. Vandalism may lead to suspension or expulsion from school, depending on circumstances and the extent of vandalism.

Forbidden Items

Students may not bring the following items to school at any time:

- Aerosol or non-aerosol cans
- Alcohol in any form including, but not limited to, mouthwash
- Ammunition
- Baseball bats
- Baseballs
- Cameras/Video Cameras
- Carbonated drinks (soft drinks) with exception of any fundraising events or after school activities. Energy drinks or coffee are never allowed to be brought to school or sold during or after school activities.
- Air Pods, bluetooth connecting devices
- Electronics of any kind including hand held games
- Flammable materials
- Personal playground equipment
- Gang related items or clothing
- Glass bottles/containers
- Golf balls
- Gum/Mints/Breath spray
- Candy
- Guns
- Illegal drugs
- Inappropriate reading materials
- Ipods, iPads, Smart devices/watches or any other electronic item
- Knives
- Lasers
- Lighters
- Mace, pepper spray or any substance similar to it
- Matches
- Non-prescribed drugs (including over-the counter drugs without a physicians written authorization)
- Perfume/Cologne
- Permanent markers
- Personal radios/CD Players
- Radios/cassette players
- Sharp instruments
- In-line skates
- Skate boards
- Tobacco/Cigarettes/E-cigarettes/Vapes
- Toys (outside the classroom)
- Vitamins, cough drops (take at home)
- Water guns
- Heelys or shoes with detachable wheels
- Backpacks with wheels
- Any item that will jeopardize the safety of the student

Students bringing any of the above listed items to school will be suspended from school, with the possibility of expulsion depending on the severity of the infraction. The decision concerning suspension or expulsion is at the discretion of the principal or her designated disciplinarian.

All forbidden items brought to the school will be confiscated by faculty or staff and **will be kept until the end of the school year.** The student will retrieve it on the last day.

Guidelines Related to Possession and Use of Alcohol and Controlled Substances

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

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

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

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

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 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:
 1. 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
 2. 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

Gum

Due to the potentially destructive nature of gum, it is prohibited from. Students found chewing gum will be asked to dispose of it. **A fee of \$5 will be charged to students found bringing gum to school or chewing gum at school.** Parents are asked not to give gum for school birthday or school holiday party treats. Detention before or after school will be imposed.

Lunchroom Manners

Students are required to eat the lunch they brought with them (no "swapping"). This prevents a student from eating an item to which they are allergic, and to assist parents in knowing that their child is eating what they wish her/him to eat.

Students are required to sit at their assigned table a minimum of ten minutes to eat their lunch.

Upon leaving, each student is required to clean up after her/himself.

Students are expected to go directly to the play area after being excused from the table by the adult safety yard supervisor.

Playground Manners

Students are expected to respect each other's rights on the playground by not pushing or getting into physical altercations. Students are required to stay in their designated area and to play with the equipment issued by the homeroom teacher.

With all students keeping in mind that recess is for everyone, time spent on the playground can be pleasant for all.

Conduct Referral

Conduct referrals are used to inform parents of a disciplinary incident involving a student. Initially a student will receive a verbal warning for any misconduct, if the behavior continues, a conduct referral will be issued. Receiving 3 conduct referrals within the trimester will lead to a detention.

Homework Notice

Homework notices are used to inform parents of any missing and/or incomplete homework assignment. Receiving 3 homework notices within the trimester will lead to a detention.

Detention

1st Detention = 30 minutes before/after school resulting from missing homework, uniform infractions, and Classroom Discipline Plan Infractions.

2nd Detention = 30 minutes before/after school resulting from missing homework, uniform infractions, and Classroom Discipline Plan Infractions.

3rd Offense will result in a **One Day at Home / In-School Suspension** for the date specified after conference with administration, the student and parent. No class work make-up will be given for that day.

Please Note: All detentions for grades TK - 8 must be served after school between 3:15 – 3:45 PM only or at the discretion of the teacher. If the child serving detention after school is not picked up on time, once detention has been served, your child will be sent to the After School Daycare Program where the appropriate fee will be charged.

If a child is suspended for 1 day during a trimester period, he/she will be restricted from participating in sports, ASB, field trips, PTO events, or any extra curricular activities scheduled for the class during that trimester only.

The consequences are counted on a trimesterly basis. After it is served, the child will start new for the next trimester.

Suspension

Suspension from school is imposed for serious misbehavior and then only by the principal after conferencing with the parent/guardian. All class work missed during a period of suspension is registered as a "zero" on the student's grades. Suspensions are noted on a student's record.

A second consideration for suspension may automatically revert to action for expulsion.

Any student who receives a suspension will automatically be disqualified from receiving honors/scholastic recognition for that particular trimester.

Expulsion

Expulsion from Mary Immaculate School will occur for any of the following:

1. Delinquency and immorality which constitutes a definite menace to faculty and/or students;
2. Chronic and incorrigible misbehavior which undermines classroom discipline and or impedes academic progress of the class;
3. Use of tobacco in any form in school buildings or on school property;
4. Use, possession, or distribution to other students, of alcohol or drugs or instruments associated with illegal drugs on school property or during school sponsored events;
5. Physical fighting, assault, battery, menacing actions or attitudes or any threat of force or violence directed toward any school personnel or student;
6. Habitual profanity or vulgarity;
7. Bullying, harassing, or hazing school personnel or other students;
8. The carrying or use of dangerous or obviously menacing instruments which could be used as weapons;
9. Forging signatures;
10. Cheating or plagiarism;
11. Membership or active involvement in or affiliation with a gang or group responsible for coercive or violent activity;
12. Actions in our school which are detrimental to the school's reputation;
13. Violation of the electronic use policies and guidelines;
14. Inappropriate conduct or behavior unbecoming of the student in a Catholic school;
15. Theft, larceny, vandalism, or breaking and entering;
16. The possession or distribution of any sexually related and/or pornographic materials.

All of the above offenses are subject to the administrator's discretion.

Student Contract

Parents and students must adhere and comply with contract guidelines and sign for:
Academic Probation and Disciplinary Probation

Procedure for Withdrawal of Students

When the reasons for expulsion are morally serious or dangerous which will jeopardize the safety of the child or others, the following steps must be taken:

- Investigation or inquiry will take place by meeting with the student and all parties involved.
- Consultation with the proper authorities, the Pastor, and the Archdiocesan Regional Supervisor will take place.
- Parent/guardian will be notified and required to meet with the Principal/Pastor.
- The parent will be asked to withdraw their child, after documentation has occurred.

Gangs: Membership/Involvement

Membership in, active involvement in, or affiliation with or dress in a gang or group responsible for coercive or violent activity is grounds for expulsion.

Graffiti

In order to discourage the appearance of graffiti on campus and school property, the principal will have it removed immediately whenever it appears. All penalties related to the willful defacing of school property pertaining to graffiti as well, including restitution and the possibility of expulsion.

Reporting of Expulsions

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

Birthdays / Individual Special Events / Mixed Parties

A student may bring cupcakes to her/his class to celebrate a special event such as a birthday NO LATER THAN 10:00 AM. This treat will be passed out during recess or lunchtime by the student under the teacher's discretion. **No lunch or big treats such as ice cream, pizza, cake, etc. are allowed. Parents may not participate during this class time special event.**

Deliveries such as balloons or flowers, and special guests, such as clowns or singing telegrams, are not permitted in school building or on the school grounds.

Mixed parties involving students of the upper grades, even when they are held at home or at school, are strongly discouraged. Parents are asked to cooperate with this regulation, even though, strictly speaking, the manner of parent-sponsored parties is under parental control and not that of the school.

The only exception to this regulation is a school-sponsored party having the approval of the pastor, the principal, and the parents, with the supervision of school personnel.

Dress Code

School Uniform

All uniforms must be fitted to the individual student's appropriate size. (No loose, baggy or tight fitting shirts, skorts, shorts or pants)

"Best Dressed Uniform" Dress Days:

- Picture Day
- Mass Days
- Any time the student represents Mary Immaculate School to the public
- As per principal's direction (will be noted on the monthly calendar)

Girls TK – 5:

"Best Dressed Uniform"

- Campbell Plaid skort with tabs (three (3) inches above the knee, but no lower than 1 inch below the knee)
- White Peter Pan collar blouse with "MI" embroidered on collar
- White long or short sleeve undershirt only optional, but must be worn with the White Peter Pan collar blouse)
- Navy blue v-neck cardigan, long-sleeve sweater with white crest
- Blue and green ribbon tie
- White socks, white tights, or white knee-highs. **Socks must be visible above the ankle**
- **Solid black** walking or high top shoes NOT more than 1 inch sole or
- **Solid black** tennis shoes. All shoes with laces must be properly tied at all times. **(No boots)**

Girls 6 – 8:

"Best Dressed Uniform"

- Khaki skort (three (3) inches above the knee, but no lower than 1 inch below the knee)
- White button-down collar oxford cloth blouse with Mary Immaculate School's crest.
- White long or short sleeve undershirt only (optional, but must be worn with the White button-down collar oxford cloth blouse)
- Navy blue v-neck cardigan sweater with white crest
- Navy blue v-neck vest with white crest
- White socks, white tights, or white knee-highs. **Socks must be visible above the ankle**
- **Solid black** walking or high top shoes NOT more than 1 inch sole or
- **Solid black** tennis shoes. All shoes with laces must be properly tied at all times. **(No boots)**

Girls Regular

- Navy blue Polo shirt with Mary Immaculate School's crest
- Navy blue long or short sleeve undershirt only (optional, but must be worn with the navy blue polo shirt)

- Navy blue long-sleeve polo shirt with Mary Immaculate School's crest (may be worn alone)
- Navy blue v-neck cardigan, long-sleeve sweater with white crest
- Campbell Plaid skort with tabs (three (3) inches above the knee, but no lower than 1 inch below the knee **(TK-5 grades only)**)
- Khaki skort (three (3) inches above the knee, but no lower than 1 inch below the knee **(6-8 grades only)**)
- Khaki flat front pants with joker tag from Dennis Uniform **(is optional) (6-8 grades only)**
- Solid black belt, properly fitted when wearing Khaki flat front pants (with no overhanging flap after buckling and no fairly large metal buckles)
- **Solid black** walking or high top shoes or **solid black** tennis shoes. All shoes with laces must be properly tied at all times.

Boys TK – 8, Fall and Winter

"Best Dressed Uniform"

- Khaki slacks with Dennis Uniform joker tag (No shorts for Best Dressed Uniform days)
- White button-down collar oxford shirt with Mary Immaculate School's crest
- White long or short sleeve undershirt only (optional, but must be worn with the White button-down collar oxford shirt with Mary Immaculate School's crest)
- Navy blue v-neck cardigan long-sleeve sweater with white crest
- Navy blue tie
- Solid black belt, properly fitted (with no overhanging flap after buckling and no fairly large metal buckles)
- White socks. **Socks must be visible above the ankle.**
- **Solid black** walking or high top shoes or **solid black** tennis shoes. All shoes with laces must be properly tied at all times.

Boys TK – 8, Spring and Summer

"Best Dressed Uniform"

- Khaki walking shorts with Dennis Uniform joker tag (shorts one inch above the hemline – please alter to conform with specified measurement.) or
- Khaki slacks with Dennis Uniform joker tag
- White button-down collar oxford shirt with Mary Immaculate School's crest
- White long or short sleeve undershirt only (optional, but must be worn with the White button-down collar oxford shirt with Mary Immaculate School's crest)
- Navy blue v-neck cardigan long-sleeve sweater with white crest
- Navy blue tie
- Solid black belt, properly fitted (with no overhanging flap after buckling and no fairly large metal buckles)
- White socks. **Socks must be visible above the ankle.**
- **Solid black** walking or high top shoes or **solid black** tennis shoes. All shoes with laces must be properly tied at all times.

Boys Regular

- Navy blue Polo shirt with Mary Immaculate School's crest
- Navy blue long or short sleeve undershirt only (optional, but must be worn with the navy blue polo shirt)
- Navy blue long-sleeve polo shirt with Mary Immaculate School's crest (may be worn alone)
- Navy blue v-neck cardigan, long-sleeve sweater with white crest
- Khaki slacks with joker tag from Dennis Uniform
- Solid black belt, properly fitted (with no overhanging flap after buckling and no fairly large metal buckles)
- **Solid black** walking or high top shoes or **solid black** tennis shoes. All shoes with laces must be properly tied at all times.

Please note: For school pictures the Best Dressed Uniform will be required, otherwise the student will not be photographed and not included in any group picture. No long-sleeve undershirts or sweaters may be worn in the photos.

PE Uniform, Boys and Girls (TK – 8):

- Navy blue twill gym short one inch above the hemline. **(Grades TK – 5 only)**
- Navy blue nylon mini mesh short **(Grades 6 – 8 only)**
- Navy blue t-shirt, with white Mary Immaculate School circle silk-screened on the left pocket area
- Navy blue sweat pants with elastic waistband and Mary Immaculate School circle silk-screened on the left leg. (Note: no draw-string pants) ****Sweatpants cannot be worn as pants and can only be worn on PE days.**
- Navy blue long or short sleeve undershirt only (optional, but must be worn with the navy blue PE shirt)
- Navy blue sweatshirt with Mary Immaculate School circle silk screened on the left pocket area. (The sweat outfits must fit properly – they cannot be oversized.) ****Sweatshirts cannot be worn in place of a sweater with the regular school uniform, and P.E. shirt must be worn underneath on P.E. days.**
- White socks. **Socks must be visible above the ankle.**
- Solid black tennis shoes. All shoes with laces must be properly tied at all times.

If students choose to wear shoes with other colors, they will be asked to permanently color it black or purchase solid black shoes.

Uniform Jacket: Boys and Girls (TK – 8)

- Navy blue coach flannel lined-jacket with silkscreen crest.
- Navy blue Polartec fleece jacket with Mary Immaculate School crest in white on left side.

Uniform Violations

Parents of students who do not dress in proper uniform will be called to bring in required uniform.

Infractions:

- 1st Violation & 2nd Violation – Child will be given a uniform notice.

- 3rd Violation – Child will be given a uniform notice and detention will be served afterschool. Please Note – This will affect child’s grade in Effort for that trimester, therefore, will not qualify the student for the honors.
- 4th Violation - Parent will be called for a conference with the administration.
- 5th Violation - Parent will be called and the child will be picked up from school/or student will remain in the office until parent arrives.

Students with inappropriate uniform such as socks, no belt, oversized pants wrong shoes, etc will receive a uniform notice. Subsequent infractions will result in a conference with the principal and possible suspension.

The consequences are counted on a trimester basis. Parent will be called only if child is out of uniform.

1st – 3rd violations occurring regularly each trimester will also be subjected to expulsion.

All of the above offenses are subject to the administrator’s discretion.

All uniforms must be purchased at the following company ONLY

DENNIS UNIFORM-WOODLAND HILLS
 6459 DeSoto Avenue, Woodland Hills, CA 91367
 (818) 703-7493 or 1-(800) 854-6951

Directions: From the 101 Freeway - North on De Soto Avenue. DENNIS is on the southwest corner of De Soto Avenue and Victory Blvd. Entrance is off of De Soto Avenue, just south of Victory Blvd. From the 118 Freeway - South on De Soto Avenue. DENNIS is on the southwest corner of De Soto Avenue and Victory Blvd. Entrance is off of De Soto Avenue, just south of Victory Blvd.

Make – up / Nail Polish / Hair Spray

Students are not permitted to wear make-up of any kind with the exception of clear lip balm i.e. chapstick. Only clear nail polish may be worn. **No** acrylic nails allowed. No excessive use of hair spray or gel. Hair spray may not be brought to school for use during the day.

Hair Styles

Students should wear hairstyles that are not distracting. Hair cuts should be neat and tidy. The following hair styles are **not acceptable** at school at any time:

- Over teased and extra high hair styles
- Excessive hair accessories, e.g., multiple hair adornment. Headbands in school colors are acceptable if worn on top of head only.
- A #0 or shaved head on any part of the head - (A #1 haircut all around is the shortest acceptable for boys)
- Completely shaved heads
- Skin Fades

- Sculptured hairstyles with words, lines or designs
- Shades of hair color other than natural color of the student including “sun-in”
- MOD/PUNK hair styles or any **Trendy** hair styles (including pony tails, faux/mo hawks, hard part hairstyles for boys etc.)
- Hair cannot cover their eyes, **nor rest on their collar or cover their ears for boys.**

Parents will be called if students are found wearing any types of the hairstyles mentioned above. Parent will need to bring a school colored beanie or the student will immediately be sent home until this policy is followed. Please note the student must wear the beanie to school until the policies are followed.

Grooming

Older students need to keep a clean and shaven face.

Jewelry

Boys may not wear earrings and students may not wear chains without a religious medal. They may wear a watch, one bracelet and a chain with a small religious medal. Girls may not wear dangling earrings, or ankle bracelets. They may only wear one button-style or non-dangling earring per ear lobe, one bracelet, a watch, and a chain with small religious medal. All chains with a small religious medal must be tucked into the shirt at all times.

Students who do not follow these guidelines for piercings will be sent to the principal. Parents will be called and the child will have a suspension. **Any student who receives out of school suspension will automatically be disqualified from receiving honors/scholastic recognition for that particular trimester.**

Body Piercing and Tattoos

Girls may have pierced ears, but may only wear one button-style or non-dangling earring per ear on the ear lobe only. Other parts of the student’s body may not be pierced.

Students may not have tattoos. Tattoos are grounds for expulsion.

All of the above offenses are subject to the principal’s discretion.

Free Dress Standards

For any time Mary Immaculate School students wear free dress to school, the following standards apply:

- no baggy, over-sized, extra-large blouses, shirts, sweaters or sweatshirts can be worn.
- clothing items with logos associated with gang affiliation may not be worn.
- no sleeveless shirts, muscle shirts, tube tops, spaghetti strap tops or tank tops may be worn.
- no blouses or shirts that show midriffs may be worn.
- no mesh or sheer blouses or shirts may be worn.

- shirts, pants or other clothing items cannot have suggestive, discriminatory, provocative, or profane words, symbols or pictures including skulls.
- slacks/pants must have belts, and must be no longer than the middle of the heel of the shoe.
- only jeans in good condition, with no holes or tears, may be worn. Distressed jeans cannot be worn.
- tight-fitting or excessively short clothing cannot be worn.
- skirts cannot be shorter than the uniform PE shorts and no high slit skirts may be worn.
- shoes must be closed toe and fit properly—no oversized shoes, high heels, clogs, crocs, plat forms, “heelies”, shoes with wheels, steel toe boots, high heel boots, sandals, slippers, slip on sandals, or untied shoes allowed.
- hats and bandannas are not permitted
- no belt or pocket chains are permitted
- no chains without a small religious medal
- belts may not have an overlapping flap longer than 3 inches, may not have fairly large metal buckles or any embellishments including studs, or holes and they must be worn around the waist. (A plain, solid, leather black belt must be worn only.)
- walking shorts are permissible **(three (3) inches above the knee only**
- no leggings as pants or biker shorts can be worn

Students who do not follow these guidelines will be sent to the administration. Parents will be called, and the child will wait in the office until change of clothing can be brought to school and will receive a uniform notice.

Final interpretation of the dress code rests with the administration, which reserves the right to amend or adjust the dress code at any time.

Harassment Policy for Students in Catholic Schools

HARASSMENT, BULLYING AND HAZING POLICY

Mary Immaculate 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/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 TK-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 based upon a legally protected class, such as race, sex, ethnic origin or religion. 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 impending 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.

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

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

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

Students are responsible for:

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

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/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.
- 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.

Parent/Student Complaint Review Process

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

School Level

The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.

If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).

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

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

Department of Catholic Schools Level

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

Student Threats

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

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

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

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

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

School Searches

A student's 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 administrator conducts a search of a student's person or personal effects, an adult witness should be present.

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/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/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 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/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.

Role of the Administrator in Locker/Desk Searches

Whenever lockers or desks are searched:

- The principal shall determine whether or not the search is within the scope of his/her duties.
- The principal shall determine whether the search is reasonable.
- An administrator shall be accompanied by a witness;
- The search shall be conducted by the administrator and, if possible, the student.

Strip Searching

An area that often causes school principals the greatest difficulty is the strip search. This type of search is the greatest invasion of an individual's privacy and requires the highest degree of certainty to be declared reasonable.

- If the primary purpose of the search is to obtain a criminal conviction, the search may be outside the scope of the school. California cases have consistently held that school officials may request assistance from a police officer in conducting a search that they themselves had a right to make.
- Good administrative practice suggests that whenever a pupil's pockets or other clothing is to be searched in strip searches, or in cases when a student refused to be searched, a police officer be called to conduct the search and parents should be notified.
- If the purpose of a search is to gather evidence from a criminal investigation, a warrant is required.

If the reasonable search is undertaken to protect the health and welfare of other students and to maintain discipline, the courts will probably determine the search was reasonable.

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/guardian except in child abuse cases and will maintain a record of circumstances involved.

Interviewing of a Student during School Hours by a Police Officer

Upon presentation of proper identification to the principal or his/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.

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

- The identity and official capacity of the police officer;
- The authority under which he/she acts, and
- In the case of the release of the student to the officer, the reason for such an action.

Although the law does not require it, the parent/guardian should be informed by the principal that such an interview has taken place.

Child Protective Agency workers may interview for the purpose of their legal obligations to investigate reported child abuse or neglect. The child has the choice of whether the interview will be conducted with or without school personnel. 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 parents. The school will maintain a record of the circumstances involved. In cases of child abuse, parental notification is the responsibility of police officers.

Removal of a Student during School Hours by a Police Officer

Students can be removed from school during school hours by a police officer only under the following conditions:

- By properly identified representatives of law enforcement agencies:
 - a) Making an arrest, with or without a warrant.
 - b) Presenting a warrant for the arrest of a pupil.
 - c) 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:
 - a) With the express permission of the parent obtained prior to the release of the pupil.
 - b) 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.

Informing the Parent/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/guardian of the person taken into custody or placed in detention, the school principal shall take immediate steps to notify the parent/guardian of the minor regarding the release of the student to the officer and regarding the place which the student is reportedly being taken, except when a student has been taken into custody as a victim of suspected child abuse (Pursuant to Section 11165 of the Penal Code or Section 305 of the Welfare and Institutions Code). The principal shall provide the police officer with the address and telephone number of the student’s parent/guardian.

Even in the case of child abuse it is the Child Protective Agency’s duty to notify the parent/guardian.

An administrator must ask the following information:

- The name of the police officer.
- 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.

Removal of Students from School During School Hours

No agency, organization, or person other than a parent or guardian who has custody or a delegated school employee is allowed to take a student from the school premises during school hours or immediately before or after school. Exceptions to this rule may be made only:

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

Appendix



Mary Immaculate School

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GUIDELINES FOR ADULTS INTERACTING WITH MINORS AT PARISH OR PARISH SCHOOL ACTIVITIES OR EVENTS

Revised September 2024

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/volunteer 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 certified team if they have not met these requirements.



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CODE OF CONDUCT FOR STUDENT WORKERS/VOLUNTEERS

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

As a student volunteer I will:

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

As a Student Volunteer I will not:

- Endorse, during my ministry, any view contrary to the teachings of the Catholic Church
- Commit an illegal or immoral act
- Smoke or use tobacco products
- Use, possess or be under the influence of alcohol or illegal drugs at any time while at work or volunteering
- Verbally threaten or physically abuse anyone
- Use profanity in the presence of children/youth
- Use discipline that frightens or humiliates a child/youth

- Touch a child/youth in a sexual, overly affectionate or other inappropriate manner
- Sexually harass, request sexual favors from, or make sexually explicit statements to anyone
- Place myself in a situation where my interaction with a child/youth cannot be witnessed
- Participate in private visits, parties or other activities with the children/youth unless approved by my supervisor
- Accept gifts from or give gifts to children/youth in my care without approval from my supervisor
- Tolerate inappropriate or bullying behavior by a child/youth towards another child/youth
- Fraternize with minors over the internet or through other forms of communication

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

Print Name of Youth: _____

Work of Volunteer Position: _____

School or Parish: _____

Signature of Youth Volunteer: _____

Date: _____

Name and Signature of Parent or Guardian: _____

Date: _____

Name and Signature and Title of Witness: _____

Date: _____



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**ARCHDIOCESE OF LOS ANGELES
MEDICATION AUTHORIZATION AND PERMISSION FORM**

Part A, B & C to be completed by a licensed Physician
Part D by parent/guardian – please print

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



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Administration of Medication during School Hours for Students Who are Prescribed Inhalers

Name of Pupil _____ Birth date _____
Address _____ Home Phone _____
_____ School _____

TO THE HEALTH CARE PROVIDER:

Your patient has advised the school staff that he/she may carry and use an inhaler during school hours.

Please complete and sign this form if an inhaler prescribed for a school age child may be used during school hours. This form is required by California Education Code, Section 11753.1, to authorize school personnel to permit the child to carry and use an inhaler at his/her own discretion.

Date _____

Diagnosis or reason for medication:

Inhaler prescribed, dosage, time to be taken:

Any special instruction, precautions or possible side effects:

How long will this medication be necessary?

Signature of Provider _____ Phone _____

Print Name of Provider _____

TO THE PARENT OR GUARDIAN: The inhaler may be carried by the student and used as prescribed after this form has been filed *with* your school health office.

PLEASE SIGN THE FOLLOWING STATEMENT: I request that the school permit my child to carry and use an inhaler during school hours as prescribed by his/her physician.

Signature of parent or guardian _____ Date _____

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PAGES ARE SAMPLES
OR
REFERENCE COPIES
ONLY**

PARENT/GUARDIAN RELEASE FOR STUDENT OR MINOR
(NONCOMMERCIAL)

This section to be completed by the Archdiocesan entity (school/parish/ACC) sponsoring the activity ("Location"):

Name of Location:

The Location intends to use your child's image, name, voice and/or work for noncommercial purposes relating to the event(s) or activity(ies) identified below.

Description of events/activities to which this Release applies:

Duration of Release:

This section to be completed by Parent/Guardian:

I, _____ am the parent/guardian
of _____, a minor.

I hereby authorize the Location to use the following personal information about my child: (Please initial the applicable boxes)

Image: yes no Voice: yes no Name: yes no Work: yes no

I understand and agree that my child's image, voice, name and/or work ("Personal Information") relating to the events or activities described above will be used for noncommercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and agree that my child's Personal Information may be copied, edited and distributed by the Location in publications, catalogues, brochures, books, yearbooks, magazines, exhibits, films, videotapes, CDs, DVDs, email messages, websites, or any other form now known or later developed ("Materials").

The Location may use the Personal Information at its sole discretion, with or without my child's name or with a fictitious name, and with accurate or fictitious biographical material. The Location will not use the Personal Information for improper purposes or in a manner inconsistent with the teachings of the Roman Catholic Church.

I waive any right to inspect or approve any Materials that may be created using the Personal Information now and in the future. In exchange for the opportunity given to my child by the Location to participate in the activity, I agree that neither I, nor my child, will receive monetary compensation, royalties or credit. I understand and agree that the Location shall be the owner of all right, title and interest, including copyright, in the photographs, electronic recordings and Materials. If the Location intends to use the Materials for a commercial purpose, I will be provided at that time with information about the terms of the commercial use.



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I hereby waive, release and forever discharge any and all claims, demands, or causes of action against the Location and its affiliated entities, employees, agents, contractors and any other person, organization, or entity assisting them with the photography, electronic recording or Materials, for damages or injuries in any way related to, or arising from the photography, electronic recording or Materials, or the use of the Personal Information, and I expressly assume the risk of any resulting injury or damage.

I further understand and agree that this Authorization remains in effect until it is withdrawn in writing. I understand that if I change my mind about this Authorization, that I will submit another, new authorization form to the Location. However, my new authorization will not have the effect of revoking this Authorization, and the Location will have no duty or obligation to make any changes or alterations to any Materials that may have been prepared based on this Authorization.

I represent that I have read this Authorization, understand the contents and am able to grant the rights and waivers it contains. I understand that the terms of this Authorization are contractual and not mere recitals. I am signing this document freely and voluntarily.

Signature: _____ **Date:** _____

Print Name: _____ **Relationship to Child:** _____

Address: _____

Telephone: _____ **Cellphone:** _____

Email _____

Name of Child: _____ **Age:** _____

Page 2 of 2

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SAMPLE COPY ONLY



Mary Immaculate School

10390 Remick Avenue • Pacoima, CA 91331 • (818) 834-8551 Fax (818) 896-7996

STUDENT AND YOUTH ACTIVITY PERMISSION FORM

School/Parish/Other Archdiocesan Sponsoring Entity (“Location”): _____

Place and Date of Event/Trip: _____

Activity: Field Trip ____ Retreat ____ Other (specify) _____ Purpose: _____

Description of Activity: _____ See Attached: _____

Mode of Transportation: _____ Total Field Trip Cost \$ _____

Teacher/Adult Leader: _____ Attire: _____

Minor’s Name: _____

Date of Birth: _____ Male ____ Female ____ Grade _____

I request that my child be permitted to participate in the above activity. I am not aware of any physical or medical condition my child has that would prevent my child from participating fully in this activity.

My son/daughter has the following medical needs, allergies or dietary restrictions

If my child needs to take medication while participating in this activity, I hereby give my child permission to self-administer his/her medication in accordance with the Medication Authorization and Permission Form, and, if my child cannot self-administer, I give permission to the responsible staff members or chaperones to administer or to assist in the administration of my child’s medication. I also give permission to the responsible staff members, chaperones, medical practitioners and medical facilities to use their judgement in obtaining and providing medical treatment for my child should it become necessary to do so. I understand that health insurance

benefits through the Location, if any, may have limited application, and that I am entirely responsible for the cost of all medical treatment provided to my child. I agree to reimburse the Location for the cost of any medical treatment and related expense incurred.

Release of Liability: As a condition of participating in this activity, I hereby hold harmless, release and discharge The Roman Catholic Archbishop of Los Angeles, a corporation sole, Archdiocese of Los Angeles Education & Welfare Corporation and the Location, their respective agents and employees and any parent/volunteer/chaperone, from any and all liability, loss or claims for personal injuries, wrongful death or property damage that I or my child may suffer as a result of participation in the activity described above.

Parent/Guardian Date

Home Phone Cell Phone Work Phone

Person to Notify in case of Emergency if Parent or Guardian is unavailable:

Name: _____ Phone: _____

Health Insurance Company: _____ Policy No.: _____



Mary Immaculate School

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August 26, 2024

Subject: Assuring a Safe Environment for Student Internet Use

Dear Parents:

I am writing to you because I am concerned about the welfare and safety of your children while using the Internet, and I want to help you understand the Archdiocesan and school/parish policy on these matters. (For your information, copies of the policies are enclosed.)

Technological and communications advances pose new challenges to parents today in their efforts to keep their children safe. The Internet is a tremendous resource for information, but it can be a place that puts young people at risk. Various social networking websites exist that pose a special challenge to parents and youth because the information they post is available for anyone to see. Students frequently share more personal information than they should, including pictures of themselves and others, what school they attend, where they live or work, and when and where they will be participating in athletic or social events. Strangers can misuse these facts.

While many messages on the networking sites are age-appropriate and make efforts to limit access, many are profane, demeaning or of a sexually explicit nature. Because these messages are freely and publicly available, they pose a potential threat to all users. Even messages that are innocent when standing alone can become objectionable when placed, maliciously or not, in the context of profane and sexually explicit language and pictures. They then reflect poorly on the character of the user and any organization to which the user belongs, like the family, the school and the Church and can cause harm.

Social Networking Site members create personal profiles online to communicate with each other in a bulletin board format. Messages are posted to members and anyone may reply, with their postings open for the public to read, whether or not they are registered members. You have to be **at least 13 years old** for *Facebook*[®]. You must be 18 to be eligible for certain additional services. Our information suggests that on sites that have age limits, young people may use false information or ages so they can register as members and receive all services.

I urge you to talk to your children and investigate their use of Internet networking sites. For example, you can inspect Facebook, Instagram, TikTok, Snapchat, Discord etc., by logging onto the site and conducting a search by entering your children's email addresses, or by going to "groups" and conducting a search by name of the school or any other organization to which your children belong. If you have children who are under the eligible registration or full service ages, you have an obligation to shut down or modify their use for many reasons, one of which is that they will have lied about their ages when they registered. Instructions on how to shut down a site yourself are attached.

You can contact most social networking sites by email by scrolling to the bottom of the Home page and clicking on the “Terms,” “FAQ,” “Contact us,” “Help” or similar terms to find the appropriate contact for the subject you wish to address. The school also reserves the right to shut down all sites that refer to the school even if parents do not pursue the matter.

General information and guidance about children’s online use, is available at the Federal Trade Commission: http://www.ftc.gov/privacy/privacyinitiatives/childrens_educ.html

You can keep your children safe by:

1. Becoming educated on the matter.
2. Getting rid of email accounts and social networking, gaming for your elementary and middle school children, and limiting personal email accounts to high school or later. Younger students may use your family email address to talk with relatives and approved friends.
3. Putting passwords on all your computers and changing the password frequently.
4. Making sure you have firewalls and software loaded to restrict the sites your children can visit on the computer. Software such as Spectorsoft™ records and reports what is said and posted online. Information about internet filtering and monitoring software is available at Software4parents.com.
5. Putting the computer in a room where it is in plain sight of all adults.
6. Teaching your children how to report and deal with intrusive emails, texting, or other electronic communications and with inappropriate telephone calls.

If you have any questions about the Archdiocesan policy on Internet use for young people or about this letter, please feel free to contact me.

Sincerely,

Mrs. Veronica Macias
Principal

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

*Parents – please go over and explain these policies to your child/ren, especially the primary grade students.

As a user of Mary Immaculate School's 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 child/ren 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 copyright, 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 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 other's 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 to download applications that will subvert this.
- Introduce a virus, attempt to breach system security or tamper with the school's computer system.
- Repost 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 defects. 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, misdeliveries, 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 above, 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 _____

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Mary Immaculate School

Archdiocese of Los Angeles

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CONTRACT FOR APPROPRIATE INTERNET USE BY MINORS

The Internet is a place where I go to learn, meet friends and play games. I know that through the Internet I can reach all sorts of people all over the world who are of goodwill and who, like me, sign on to the Internet to share ideas, feelings, and what we've discovered about ourselves and the world around us. It's a place where I can be myself or sometimes pretend to be someone else. I can have deep discussions or let my imagination roam. I can be creative and do serious work. But I also know that the Internet can be a place where I can get lost, waste time, and sometimes say or do things that I shouldn't. It's also a place where I need to be careful about people who could harm me.

Because I want to be the best person I can be and live my life as a friend of Jesus, I promise to abide by the following rules:

- If I find a website where I see hate, racism, pornography or violence of any kind, I will leave it immediately.
- I will not give my personal information in communications or on websites on-line to people I have not met in person. This includes my name, address, email address, telephone number, credit card numbers or school or parish location.
- I will never give personal information on-line about anyone else without that person's permission
- I will not buy anything on-line without my parents' permission.
- I will not download music or videos or games that must be paid for.
- I will always use a nickname in Internet communications when I communicate with people I don't know personally.
- I will practice good manners and be polite to other people when I communicate with them on the Internet. I will say nothing about anyone else that I wouldn't want someone to say about me.
- If I receive a message that bothers me, I will log off immediately and tell a responsible adult. I will not respond to the message.
- I will not arrange to meet a friend I have met on the Internet unless one of my parents has been informed and goes along with me to meet that person.
- I will not impersonate others.
- I will not bully, lie, or invite improper relationships and I will not encourage others to do so.

I understand that if I violate any of these rules, I may be disciplined by:

- Losing use of the school or parish network, computers and software, including Internet access. I will then be expected to complete my work on a non-networked, stand-alone computer system.
- Being suspended or dismissed by the school or, as applicable, the parish activity in which I am participating when the violation occurs. Depending on what I did, my parents and I may also be subject to legal action by the school or parish or by civil authorities or other people involved.

I have read this Contract, understand it, and I agree to abide by what it says.

Name of Student/Youth Participant:

Signature of Student/Youth Participant:

Date: _____

As the parent of _____ I understand and agree with the contents of this Contract, and I accept full responsibility for supervising my child when my child's use of the Internet is not in a school or parish setting.

Name of Parent or Guardian

Signature of Parent or Guardian:

Date: _____

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Parent/Student Policies Agreement Form

(Please print except where signatures are required)

ACCEPTANCE OF PARENT/STUDENT HANDBOOK

Our family has read the Mary Immaculate School 2024-2025 Parent/Student Handbook online. We are aware of, understand, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended.

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

Father's or Guardian's Signature _____ Date _____

Mother's or Guardian's Signature _____ Date _____

Print student names and grades:

Student's First Name _____ Grade _____ Student's First Name _____ Grade _____

Student's First Name _____ Grade _____ Student's First Name _____ Grade _____

Student's First Name _____ Grade _____ Student's First Name _____ Grade _____

Student's First Name _____ Grade _____ Student's First Name _____ Grade _____

Please return this signed form by Tuesday September 3, 2024 to the School Office.
This form will be placed in the students' permanent files