



## BEATITUDES OF OUR LORD SCHOOL

13021 S. Santa Gertrudes Avenue  
La Mirada, CA 90638

Website: [www.bolschool.org](http://www.bolschool.org)  
Phone (562)943-3218 Fax (562)943-9718

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

7:15am–3:00pm Monday to Thursday

7:15am–1:50pm Friday

Early Release Days 7:15am-12:30pm

**Extended Daycare:** Phone (562)266-6859 Emergency (562)400-9515

**Daycare Hours:** 6:30am-7:15am / Dismissal-6:00pm

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

## BEATITUDES OF OUR LORD CATHOLIC COMMUNITY

13013 S. Santa Gertrudes Avenue  
La Mirada, CA 90638

Website: [www.beatitudesofourlord.org](http://www.beatitudesofourlord.org)  
Phone (562)943-1524 Fax (562)902-7627

### **Church Office Hours**

9:00am–4:30pm Monday to Friday

*This Parent Student Handbook is for use by  
Beatitudes of Our Lord School parents, faculty, and staff exclusively for school related functions.  
It is not to be used for commercial or other purposes.  
The principal and administration reserve the right to amend the Parent Student Handbook at any time.  
Parents/guardians and students will be notified of any amendments and will be asked to sign an  
acknowledgment of receipt.*

## SCHOOL ADMINISTRATION

Fr. Ed Dover - Pastor  
Mr. Andre Villegas - Principal  
Mrs. Jonelle Faria Edrosolano - Vice Principal

The Faculty and Staff are published on the school website.

You may contact teachers through SchoolSpeak, by email, send a note with your child, or leave a message on the school phone. School emails are listed on the school's website ([www.bolschool.org](http://www.bolschool.org)).

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SCHOOL MASCOT: The Bobcat

SCHOOL COLORS: Royal Blue and Gold



### HANDBOOK PURPOSE

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

### MISSION STATEMENT

The purpose of Beatitudes of Our Lord School community is to enrich and provide each child with a faith-filled, safe learning environment, where they have the opportunity to grow and succeed academically, spiritually, and morally.

### STATEMENT OF PHILOSOPHY

The belief of Beatitudes of Our Lord School is to educate our students to become knowledgeable individuals who live out the Gospel teachings. We cultivate a faith-based community with contributing members of society who share their gifts and talents bestowed upon them by God.

Recognizing that parents are the primary educators of their children, we aspire to create community, not simply as a concept to be taught, but as a reality to be lived. As Catholic educators, we believe each person is made in God's image. In order for each child to succeed, we strive to live and build a strong faith-filled environment modeled after the teachings of Jesus Christ.

### ACCREDITATION



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



### SCHOOL SCHEDULE

#### MONDAY – THURSDAY

|                       |   |
|-----------------------|---|
| 6:30-7:15 AM          | <i>Morning Daycare in Library</i>             |
| 7:15-7:35 AM          | <i>Student Arrival</i>                        |
| <b>7:35 AM</b>        | <b>First Bell</b>                             |
| <b>7:40 AM</b>        | <b>Second Bell (students must be in line)</b> |
| <b>9:15-9:35 AM</b>   | <b>Recess TK-K</b>                            |
| <b>9:55-10:15 AM</b>  | <b>Recess 1-8</b>                             |
| <b>11:15-11:45 PM</b> | <b>Lunch TK-K</b>                             |
| <b>11:45-12:15 PM</b> | <b>Lunch 1-4</b>                              |
| <b>12:15-12:40 PM</b> | <b>Lunch 5-8</b>                              |
| <b>2:30 PM</b>        | <b>*Dismissal TK-3</b>                        |
| <b>2:40 PM</b>        | <b>*Dismissal 4-8</b>                         |
| 2:30–6:00 PM          | <i>Afternoon Daycare in Small Hall</i>        |

#### FRIDAY - early dismissal

|                       |   |
|-----------------------|---|
| 6:30-7:15AM           | <i>Morning Daycare in Library</i>             |
| 7:15-7:35 AM          | <i>Arrival</i>                                |
| <b>7:35 AM</b>        | <b>First Bell</b>                             |
| <b>7:40 AM</b>        | <b>Second Bell (students must be in line)</b> |
| <b>9:15-9:35 AM</b>   | <b>Recess TK-K</b>                            |
| <b>10:25-10:55 AM</b> | <b>Brunch 5-8</b>                             |
| <b>10:40-11:10 AM</b> | <b>Brunch 1-4</b>                             |
| <b>11:00-11:30 AM</b> | <b>Brunch TK-K</b>                            |
| <b>1:30 PM</b>        | <b>*Dismissal TK-8</b>                        |
| 1:30-6:00 PM          | <i>Afternoon Daycare in Small Hall</i>        |

#### SCHOOL MASS

8:30-9:30 AM Wednesdays

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

### BRIEF HISTORY OF BEATITUDES SCHOOL

Beatitudes of Our Lord School was established in 1966 as a Parish Elementary School. Four Bernadine Sisters and four lay teachers staffed the school. The pupil enrollment was three hundred seventy-five. There were double first and second grades the first year and double classes continued until 1969, the same year we had our first graduation. In 1969-1970, the enrollment reached its highest peak with five hundred eight students.

In 1973, the Parish Religious Education Office occupied a phased out classroom. In 1974, another phased out classroom was converted to a school library. In August 1986, spare classrooms were converted to a Parish Youth Ministry Office and Writing to Read Computer Laboratory.

In the 1990-1991 school year, the school staff consisted of two Bernadine sisters and seven lay teachers, a librarian, a computer instructor, and a school secretary. School enrollment at that time was two hundred seventy-six. On June 28, 1991 the Bernadine Sisters withdrew from Beatitudes of Our Lord School due to lack of available Religious personnel.

After the dedication of a new Church, the original Church building became the parish hall and the area that served as the parish hall began to be used for various other purposes. One classroom in that area was converted to a Kindergarten that opened in September 1992.



The Science Laboratory was constructed in 1993 in the small hall. The project was underwritten and constructed by the school parents.

In 1996-97, contributions from parents were used to purchase nineteen computers. In 1999, the computer lab was wired for network access. Forty computers were leased for the computer lab. The small hall was utilized for recess and lunch. Spanish was introduced into the curriculum in January 2001. Cross country and Track were added to the athletic program.

In 2007, Fr. Page, installed new energy efficient lighting in the entire school facility, and installed new flooring in all classrooms. Fr. Page contracted with a company to install new primary playground. Installation was completed in October 2007.

Other improvements include:

Upgrade of school office to include office space for Vice Principal.

- End of September 2007 – Installation of new whiteboards in grades 1-8
- New desks and chairs in Grade 5
- Installation of telephones in all classrooms.
- New Social Studies curriculum for grades K-5 - CD-ROM & Internet accessible
- New playground
- New faculty room

2008-09

- School Office remodeled
- Library remodeled
- Computer Lab remodeled
- New desks in grade 8

2009-10

- Mini Blinds in all classrooms (except the computer lab and library).
- Infrastructure improvements to improve classroom audio/visual services
- Two new tetherball courts
- New air conditioners/heaters in classrooms and office

2011-12

- New windows in west wing rooms
- New large HD flat screen televisions with DVD player in library and daycare
- Geometry class offered to grade 8 students

2012-13

- New windows in east wing rooms
- New large HD flat screen televisions with DVD players in classrooms & small hall
- New metal shelving in classrooms
- New white board in grade 8
- Pergola shade over outside eating pavilion
- All classrooms painted
- Exterior of the school painted
- Choir risers purchased

2013-14

- Accelerated Reader launched
- New white board in grade 5
- Technology Lab computers replaced
- All teacher and office computers replaced
- Laminator purchased



- Document cameras purchased for classrooms

## 2014-15

- New Common Core language arts curriculum
- New energy efficient lighting in classroom and office
- Remodeled new kindergarten room including plumbing for sink and new white, bulletin boards, and large HD flat screen television with DVD player
- Opened Transitional Kindergarten
- New small group instruction tables in grades TK-5

## 2015-16

- Purchased new office copier
- Hand bells purchased
- Installed waterless urinals in boys bathroom

## 2016-17

- Laptop computers purchased for classroom teacher use
- IXL launched
- Personalized painted tiles installed around drinking fountain
- Toilets replaced in transitional kindergarten room

## 2017-18

- Upgraded WiFi Network and added more access points
- Replaced administration and office computers
- Upgraded teachers and student lab computers
- New laptops and iPads purchased and existing laptops and iPads serviced
- Spanish added to 6-7-8 grade curriculum
- 2 new pergolas by Marron Hall

## SCHOOLWIDE LEARNING EXPECTATIONS

### We are Catholic Christians who:

Know the teachings and traditions of the Catholic Church (CC1)  
 Develop a relationship with God through a variety of prayers (CC2)  
 Participate in the sacramental life of the Church (CC3)  
 Respect our bodies as Temples of the Holy Spirit (CC4)

### We are Academic Achievers who:

Develop organizational and study skills (AA1)  
 Know how to access and use information (AA2)  
 Think critically and creatively (AA3)  
 Exhibit high standards of knowledge and strive to achieve mastery of the curriculum (AA4)

### We are Effective Communicators who:

Read, write, speak and listen reflectively and critically (EC1)  
 Use communication skills to resolve conflict peacefully (EC2)  
 Respect and consider the ideas and opinions of others (EC3)  
 Work collaboratively (EC4)

### We are Community Contributors who:

Show respect and concern for all adults, peers, and cultures (COMM1)  
 Are aware of current events and their effects on the world (COMM2)  
 Are stewards of the earth who act as responsible citizens through Christian service (COMM3)  
 Demonstrate sportsmanship through athletic and academic competition (COMM4)





**SAFE ENVIRONMENT****Code of Christian Conduct**

Archdiocesan Policy - Administrative Handbook 13.8.1

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

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

These Christian principles include but are not limited to:

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

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

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

**Guidelines for Adults Interacting with Minors**

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

**VIRTUS**

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



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

Recertification options include:

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

(Archdiocesan Policy – Administrative Handbook 9.5)

### FINGERPRINTING

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

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

## ADMISSIONS

### SCHOOL STUDENT NON-DISCRIMINATION POLICY

Archdiocesan Policy - Administrative Handbook 13.1.4

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

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

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

### GUIDELINES FOR ADMISSIONS

- Preferences shall be given to active members of the parish.
- The recommended age for a transitional kindergarten student is four (4) and a kindergarten student is five (5) years of age on or before September 1.
- Students must exhibit through teacher evaluations and/or previous school records the level of achievement present at Beatitudes of Our Lord School.
- All students must comply with current California immunization and health requirements prior to enrollment.



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

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

An active parishioner is one who:

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

Other additional considerations include:

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

Non-Parishioners are accepted on a space available basis.

### **New Applications**

Application forms are accepted beginning in January from families who wish to enroll new students in this school for the following year. Placement tests may be given to grades 1 to 8 applicants while those applying for transitional kindergarten and kindergarten are given a readiness test. Application and testing fees are non-refundable. New/transfer students accepted to Beatitudes of Our Lord School are admitted on probationary period for the first year. If a student begins at Beatitudes of Our Lord School and has extreme difficulty, it may be recommended that he/she be retained or transfer at the end of the first month. If the student has difficulty adjusting in our school, he/she may be asked to leave during the year, or he/she will not be invited back the following year. The final decision for admission is the prerogative of the administration. Copies of the application are available on the school website ([www.bolschool.org](http://www.bolschool.org)).

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

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

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

### **Transfer Resulting From Parental Attitude**

Sending your students to Beatitudes of Our Lord School implies a trust and shared philosophy regarding the



education of your children. Beatitudes of Our Lord School has a "no tolerance" policy regarding its teachers and personnel. The administration, faculty, and staff are to be treated with respect and courtesy at all times. It is expected that parents support the policies of the Administration of Beatitudes of Our Lord School.

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

### **Inclusion Procedures**

Through the mission of the Archdiocese, our schools strive to serve children with varied learning needs. All educators in Archdiocesan schools follow "Directions for the Inclusion Process in Catholic Schools and Support Team Education Plan Process (STEP). Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should consult the student's teacher and principal to determine how best to meet the students' needs.

### **TUITION AND FEES**

- Tuition and fee schedules are available on the school website ([www.bolschool.org](http://www.bolschool.org)).
- Tuition paid each month must be processed through FACTS Tuition Management. Tuition paid in full at registration does not require FACTS enrollment. More information regarding FACTS can be found on the school's website ([www.bolschool.org](http://www.bolschool.org))
- All tuition and fees uncollected from the previous year must be paid in full on or before registration day. Families with delinquent accounts will have their child placed on a waiting list pending financial clearance. If the account is not cleared by the first day of school the child will not be enrolled.
- All tuition and fees must be paid in a timely manner. During the school year, children of families with overdue accounts may be subject to activity restrictions. Those with accounts 90 days past due may be asked to leave the school and collection efforts will be initiated.
- Accounts not cleared will be reported to the credit bureaus and referred to collections.
- Families requesting financial assistance must apply to the Catholic Education Foundation by March 1 and must supply/provide written verification of their financial status (prior year tax return.) Applications are available in the school office and on the school's website ([www.bolschool.org](http://www.bolschool.org)).
- Under California law, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents or guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, the return of loaned property or unpaid tuition or fees, in accordance with school policy.
- Families leaving the school with a delinquent account will have an account status letter forwarded with transcripts to the next school.
- Payments for eighth grade students made after June 1<sup>st</sup> must be paid in cash or with a cashier's check.
- Eighth grade students will not be permitted to participate in the graduation ceremony if they have any unmet financial obligations.

### **SERVICE HOURS OBLIGATION**

Families are encouraged to volunteer at bingo or other assignments to promote a sense of community. All volunteers must sign the Volunteer Agreement (See Appendix XVI-Volunteer Agreement), as well as, the



Bingo Contract (See Appendix XV-*Bingo Contract*). Additionally, those volunteering when students are present must also be VIRTUS trained and fingerprinted. (See the above section "Safe Environment"). More specific information can be found on the Tuition and Fees Schedule published on the school's website ([www.bolschool.org](http://www.bolschool.org)).

### FUNDRAISING

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

- 1) **Supplemental Tuition Obligation (STO)** – This program directly benefits individual families as the profits from sales of items like gift wrap, cookie dough, candy, and \*SCRIP is credited directly to their STO obligations. Families can choose to participate or buy out of this program. Information regarding obligation amounts are listed on the Tuition and Fees schedule published on the school's website ([www.bolschool.org](http://www.bolschool.org)).
- 2) **Mandatory Fundraising Participation** – These events are prepaid at registration and can include raffles; auction events; tournaments, etc. The proceeds for these programs benefit the schools operations and help buy needed technology, equipment, and fund student activities.
- 3) **Optional Fundraising Participation** – These events are a way for students and families to share the love of Christ by raising funds for the benefit for others such as the Missionary Childhood Association, community and world relief efforts, or other worthy causes.

\*SCRIP is a program where you purchase gift cards at face value through Great Lakes Scrip Center at a reduced price. The difference is an instant rebate which is credited towards your STO obligation. More information including how to sign up is published on the school's website ([www.bolschool.org](http://www.bolschool.org)).

### ATTENDANCE

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

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

Each day that a student is absent, parents must call the school office (562-943-3218) or email the office or teacher before 8:00 AM to report the specific reason/s for the absence. Upon the child's return to school, a written note from the parents is required, even if a phone call has been made. The note should contain the student's name, date/s of absence, reason/s for the absence, parent's signature, and the current date. If the absence is due to medical or dental appointment, a doctor's statement is required for the absence to be considered "Excused." (See Medical Appointments)

*Reference: California Education Code*

**Absence-** Principals and teachers are responsible for checking the regular attendance of all students. Every absence must be recorded on the attendance register and record.

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



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

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

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

**Leaving School Early** - *A student may not leave the school before the regular dismissal time without a written request from a parent or guardian. The request must state the reason for early dismissal.*

### **Tardiness**

Tardiness of a habitual nature is detrimental to acquiring a complete education, with many social and occupational consequences. Children need to be trained at an early age to be on time. Students are to be on school premises between 7:15 AM and 7:35 AM. Students not in their designated lines by 7:40 will be recorded in their official school permanent record as tardy. Students who arrive after morning assembly need to report to the office before joining the class.

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

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

### **Truancy**

*Reference: California Education Code*

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

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

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

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

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



Please do not drop your student off prior to 7:15 AM unless he/she is checked into morning care. Safety is paramount. All parents are required to follow the route for drop off and pick up. Driveways are dangerous drop off or pick up areas. Do not stop/park in red curb areas. If you arrive after 7:40 AM, you MUST park your car at the designated parking area and walk your child to the office. Late students disrupt our morning prayer and miss morning announcements and directives. Students are not allowed to walk or ride bicycles without a parent's written notice. This should be provided prior to the start of the school year to be kept on file in the office.

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

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

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

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

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

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

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

### Leaving School Grounds/Release of Students

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

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

**Before-School Care - Fee for service:** Beginning at 6:30 AM, students may be dropped off in the library for supervised before school care.

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

### Tax Identification Number

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

- Beatitudes of Our Lord Daycare is a 501c3 non-profit organization under the IRS rules.
- Write "tax exempt" where the tax identification number is requested

## REPORTS AND RECORDS



### Privacy and Access to Records

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

### Pupil Records

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

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

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

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

### Emergency Card

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

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

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

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

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





**Cumulative Pupil Record**

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

Permanent record cards include the following information:

- Personal and family data with certification of name, place, and date of birth of the student and the name and address of the parent/guardian having custody of the student.
- STAR test data.
- Transcript of classes.
- Record of withdrawal or graduation and place to which any copy of the record is sent.
- Verification of/ or exemption from required immunization.
- Attendance including absences and tardies.

The following persons may receive copies of student records:

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

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

**Transfer of Records**

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

**Records Retention**

*Reference California Education Code*

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

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

Students or parents/guardians may provide confidential information to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees must respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, principal, or other person in charge or appropriate authority must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy – Administrative Handbook 9.8.1 on *Reporting Allegations of Sexual Abuse of Minors to Public Authorities* must be followed when applicable.

**Directory Information**

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



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

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

### Visitors/Appointments

For security reasons and the welfare of our children, Beatitudes of Our Lord School is a closed campus. Non-employees are not permitted on school premises during the school day without a Visitor's Pass, which must be assigned in the school office and returned upon completion of the visit. Without special permission from the administration, no one is allowed to go to any classroom for any reason during the school day. **PARENTS ARE NOT PERMITTED TO CONFER WITH TEACHERS, PLAYGROUND STAFF, OR VOLUNTEERS AT ANY TIME WHEN THESE PERSONS ARE RESPONSIBLE FOR SUPERVISING STUDENTS DURING DISMISSAL, PICK-UP TIMES, RECESS, LUNCH, AND BEFORE OR AFTER SCHOOL PERIODS.** Parents who wish to speak to a teacher must email or leave a message through the office in order for the teacher to return your call. (See Conferences). Parents who bring in lunches or other items for students must leave them in the school office.

### Family Envelope

Parents are responsible for making sure that they receive all communication, both from the teacher and the office. The Family envelope is one way of communicating with the school's families. The Family envelope will be sent home on Tuesdays with the oldest child and includes important information which can also be accessed on SchoolSpeak and the school's website ([www.bolschool.org](http://www.bolschool.org)). Parents should check the content of the envelope each Tuesday, and return the envelope the following day. Parents may return documents, SCRIP payments and other communication in this envelope.

### E-mail

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

### Phone Calls

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

## REVIEW OF ADMINISTRATIVE DECISIONS

### Student/Teacher Concerns

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

### Principal/Vice Principal Access

The principal and vice principal are generally available during normal school hours to confer with parents by phone or in person. Although an appointment is preferred, such conferences may be available even without



an appointment. However, since the principal and vice principal are very busy, there can be no guarantee that without a previous appointment he/she will be available whenever requested. Parents requiring a conference about financial issues will be required to call and make an appointment.

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

Any parent, guardian, or other person who upbraids, insults, or abuses any teacher or administrator of the school, in the presence or hearing of a pupil, is guilty of a misdemeanor (Education Code 44811).

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

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

#### **Cell Phones**

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

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

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

All information used in the course of activities for or on behalf of the Roman Catholic Archdiocese of Los Angeles ("Archdiocese") or an archdiocesan school, parish, the seminary, a cemetery, or other archdiocesan department or operating unit ("Location") is an asset of the Archdiocese and/or the Location, as appropriate. Electronic information and communications require particular safeguards and impose unique responsibilities on all users. The Archdiocese maintains a system of information security to protect our proprietary data. Integral parts of this system are the policies, standards, and procedures designed for users. All users must adhere to these policies, standards, and procedures for the complete system to remain viable.

These policies, standards and procedures apply to all users of technology, whether adult, child or youth, whether they are paid or volunteer staff, clergy or members of religious orders, in the Archdiocese or in any Location.

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



**Consequences of Violation of Electronic Communications Policy**

Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials, and disciplinary action up to and including termination of employment, removal from parish or school activities, expulsion from school, canonical review, referral to law enforcement and other appropriate disciplinary action.

**Beatitudes School - Student Specific Electronic Communication Policies**

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

**BYOD – Bring Your Own Device Program**

Beatitudes School is committed to assisting students in becoming responsible digital citizens. Schools can do so by giving students authentic experiences that build their skills in collaboration, creativity, communication, and critical thinking and that prepare them for their current and future educational experiences and careers.



The archdiocesan Bring Your Own Device (BYOD) Policy is designed to meet this objective for students who bring or use their own electronic devices in school or as part of their student life.

Students in grades 4, 5, 6, 7 & 8 may bring personal electronic devices to school for educational purposes with the approval of the school administration. While at school, students are required to connect to the school's filtered network connection. (See Appendix XIV-Bring Your Own Device Program BYOD)

**ACADEMICS**

**Religious Formation**

Archdiocesan Policy – Administrative Handbook 4.3.4

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

**Subjects Taught**

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

**Gradelink and SchoolSpeak**

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

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

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

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

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

**Report Cards**

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



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

Academic Skills

- E = Exceeds grade-level standard  
 M = Masters grade-level standard  
 AM = Approach grade-level standard  
 N = Does not meet expectation  
 / = Not assessed at this time

Work Habits/Behavior

- ✓ = Meets expectations  
 X = Doesn't meet expectations

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

Marking Codes

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

Assessment Codes

- O = Excellent  
 G = Good  
 S = Satisfactory  
 NI = Needs Improvement  
 + = Area of Strength  
 ✓ = Area of Improvement

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

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

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

### Honors and Awards

Monthly Religion and Character Awards are presented to students in each class.

Criteria for honors and award selections for grade 8 end of the year (see Appendix II-*Criteria for Award Selection for Grade 8 End of the Year*)

### Progress Reports

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

### Parent-Teacher Conferences

School-wide Parent-Teacher Conferences are scheduled once a year; however, a personal conference, should the parent consider it necessary, may be scheduled by appointment. A parent must contact the school office or send the teacher a note requesting such a meeting. Parents may not confer with teachers during school time, on the playground, or during morning or dismissal time as teachers are supervising the students. Please



schedule an appointment giving the parent a chance to have the teacher's undivided attention. Teachers will contact the parent by written notice should they require a conference with the parent. (See Visitor/Appointments)

### **Academic Probation**

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

### **Promotion/Retention**

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

### **Testing**

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

### **Graduation**

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

### **Textbooks**

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

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

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

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

1. To maintain at least a grade "C" (2.00 GPA) in all subjects.



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

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

### Field Trips

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

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

### Outreach/Service

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

### Student Council





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

## HEALTH SERVICES

### **Immunizations** (See Appendix VIII-*Required Immunizations*)

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

### **Medical Appointments**

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

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

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

### **Procedures and Regulations for Medication at School**

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

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



**PERSONAL APPEARANCE**

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

Visitors to any Catholic school notice that students are neatly and uniformly dressed. The requirement of wearing uniforms is intended to enhance the educational environment. The Catholic community of Beatitudes of Our Lord School is committed to developing in our youth a strong sense of Catholic identity and community. The traditional uniform is a strong symbol of our Catholic heritage and Catholic image, and it promotes school pride both at and away from school. With our uniform and dress code, we strive to promote attitudes of moderation, modesty, neatness, cleanliness, and good taste.

**It is the responsibility of parents** to see that their children adhere and support all regulations regarding dress code. Our school's dress code is clearly defined. Your cooperation and support in this matter is very much appreciated.

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

**FREE DRESS TK-8** – Free dress is a privilege provided by the school when approved by the principal. Students will be instructed as to what they may wear for particular Free Dress days. No hats or hoodies unless specifically stated. All other school rules apply including shoes. Clothing worn at school or at any school related event must be modest and in good taste. **Any clothing that is too short, tight, or low-cut is not to be worn including tank tops, bare midriffs, halter-tops, un-hemmed shorts, clothing suggestive of gang style, and anything else that is in any way not appropriate for school.**

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

### **DISCIPLINE**

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

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

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



Students of Beatitudes of Our Lord School are expected to conduct themselves in a proper, responsible, and Christian manner, respecting their teachers and other adults, their fellow students, and all property.

Our philosophy of discipline is oriented towards the establishment of habits and conduct appropriate to a Christian society. Parents are expected to support this philosophy. The decision of the principal is final in all matter of discipline. Discipline is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development.

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

### STUDENT'S CODE OF CONDUCT

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

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

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

### Discipline Forms

- Dress Code Violation
- Conduct Referral
- Detention Notice
- Weekly Conduct Card (grades 6<sup>th</sup>-8<sup>th</sup>)

### Conduct Referral

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

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



8. Any behavior unbecoming of a Catholic school student per the Student Code of Conduct.
9. Missed Homework will result in an automatic referral

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

#### DETENTION

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

#### SUSPENSION

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

#### Conditions of Suspension

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

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



school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference.

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

### EXPULSION

Archdiocesan Policy – Archdiocesan Handbook 13.9.6

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

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

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

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



**Cases Involving Grave Offenses**

- In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and the initial parent-principal conference is dispensed with.
- The procedure involving cases of grave offenses should be followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members.
- When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parent/guardian.

**Time of Expulsion**

- An expulsion may be made immediately if the reasons are urgent.
- Only in exceptional cases shall expulsion of an eighth grade student who has been in the school one or more years be allowed.
- If an expulsion is to take place during the last trimester of the school year or during the last semester in the case of an eighth grade student, prior approval of the Department of Catholic Schools is required before the expulsion can take effect.
- If such action is contemplated, approval shall be obtained before the announcement of the formal decision to the parents at the meeting described below.

**Reporting of Expulsions**

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

**Right to Make Exceptions**

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

**HARASSMENT**

Archdiocesan Policy – Administrative Handbook 13.10

The school is committed to providing a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying, or hazing in any form. Harassment, bullying, or hazing of any student by any other student, lay employee, religious, clergy, school volunteer, or parent/guardian is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents/guardians, and students.

Substantiated acts of harassment, bullying, or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students who file false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in transitional kindergarten through third grade, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in fourth through twelfth grades, the disciplinary action may include suspension or dismissal.

**Harassment** (See Appendix III-*Harassment Policy for Students in Catholic Schools*)



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

- Verbal Harassment: Derogatory comments and jokes; threatening words spoken to another person
- Physical Harassment: Unwanted physical touching, contact, or assault; deliberate impeding or blocking of another's movements; any intimidating interference with normal work or movement
- Visual Harassment: Derogatory, demeaning, or inflammatory gestures, posters, cartoons, written words, drawings, images, and photos. (Visual harassment can be communicated in person, in hard copy, or electronically including on social media)
- Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature

### **Bullying**

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

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

Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse. Cyberbullying occurs when students bully each other using the Internet on computers, mobile phones, or other electronic devices. This can include but is not limited to:

- Sending inappropriate texts, emails, or instant messages
- Posting inappropriate pictures, videos, or messages about others on blogs, social media, or websites
- Using someone else's username to spread rumors or lies about another person

Read about cyberbullying on [StopBullying.gov](http://StopBullying.gov).

### **Hazing**

Hazing is any method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to any student or other person.

It is the responsibility of the school to:

- Establish a policy, provide staff development training, and provide age-appropriate information to students that is designed to create a school environment free from discrimination, intimidation, and 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

It is the student's responsibility to:

- Conduct himself or herself in a manner that contributes to a positive school environment
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying, or hazing
- Inform the other person if possible that the behavior is offensive and unwelcome





- Report all incidents that may be considered discriminatory, intimidating, harassing, bullying, or hazing to the principal or teacher
- Complete a formal written complaint (as appropriate and if asked) that the school will investigate thoroughly and will involve only the necessary parties; the schools will maintain confidentiality as much as possible

### Student Threats

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

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

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

The school will take all actions of a threatening nature seriously, including practical jokes or offhand comments, and the school will investigate them. The school may suspend or remove a student from school while the investigation is pending.

On a case-by-case basis, the pastor and principal will make any decision to re-admit a student who has made a threat.

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

### RESPECT FOR PROPERTY

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

### SCHOOL SEARCHES

Archdiocesan Policy – Archdiocesan Handbook 13.7.4

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



If school officials have a reasonable suspicion that the student has violated or is violating the law or a school rule, school officials do not need a warrant or permission from parents/guardians to conduct the search. A "reasonable suspicion" may be established in many ways, including but not limited to personal observations, information provided by third parties or other students, or tips provided by law enforcement. An alert from a trained and certified detection dog is sufficient to establish a reasonable suspicion and serve as the basis for a warrantless search of the student's person, locker, car, or personal property and effects. Whenever a school official conducts a search of a student's person or personal effects, an adult witness should be present. The school should notify the student's parents/guardians of any search of a student's person or personal effects.

### **Expectations of Privacy**

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

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

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

### **Student Cooperation**

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

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

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

## **OTHER CONCERNS AND ISSUES**

### **Personal Possessions**

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

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

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

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



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

Students will not call home for missing/forgotten lunches. Students will be given a school lunch and parents can pay the next school day. Parents may not drop off lunches to school personal outside during recess/lunch.

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

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

### **Student Insurance**

The student insurance program is provided for all full time students in Archdiocesan schools. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school or while participating in a school sponsored and supervised activity, including school sponsored sport and extended day programs Parents who want additional plan coverage may use the enrollment form/information provided by the school at the beginning of the school year.

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

- **NO CELL PHONE USE BY DRIVERS WHILE IN THE DROP-OFF/PICK-UP CAR LINE! (Just as students are not allowed to use their cell phones during this time.)**
- Drivers are to drive carefully on the school grounds. **The speed limit is 5 miles per hour.**
- Students are not permitted to eat while waiting in line before or after school.
- Drivers should NOT park on Santa Gertrudes Ave. or Olive Branch because of the potential threat to safety.
- The exit driveway between the Church and Marron Hall is **NOT** a drop off area.
- Drivers and teachers are not to engage in communication while in line. Teachers and line staff are the traffic authority for the line.
- When in line, always pull as far forward as possible. The beginning of the line is in front of the Religious Ed office door.
- Violators may be required to park and pick up their child from the office.

### **Alternative Transportation**

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

### **Rollerblades, Roller-Skates**

Rollerblades and roller-skates must not be used on the school or church grounds or in buildings. Students may not wear athletic shoes with wheels on campus.



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

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

**Confidentiality**

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

Beatitudes of Our Lord School has an obligation to protect the confidentiality and non-disclosure of proprietary, confidential and privileged data, as well as, personally identifiable information on the students affiliated with the school. (See Appendix I-General Privacy Statement)

**Work Permits**

Archdiocese Policy – Administrative Handbook 13.2.8

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

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

The school must keep a copy of the signed work permit in the student's file.

For additional information and forms, see California Child Labor Laws.

**ETHICS OF FINANCIAL CONCERNS****Overview**

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

**Reporting**

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

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

Anonymous – Reports can be made completely anonymously.

Prompt – Reports are promptly reviewed to determine the proper response and course of action.

Available – You can report at any time, any day of the week; 24/7.

**What to Report**

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



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

**How to Report Anonymously and Confidentially**

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

By Phone – 855-420-8644



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

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

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

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

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

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

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

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

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

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

If you have any questions or concerns about our privacy policy or about the information we may have about you, please contact Mr. Villegas, Principal at 562-943-3218.

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**A II – CRITERIA FOR AWARD SELECTIONS FOR GRADE 8 END OF YEAR****CRITERIA FOR AWARD SELECTIONS FOR GRADE 8 END OF YEAR****GOLD, SILVER AND BRONZE AWARD**

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

- Grade 8 Report Card: GPA, Effort, Conduct, Attendance
- Grade 8 STAR Scores Totals: Total Reading, Total Math
- Grade 7 Cumulative Report: GPA, Effort, Conduct, Attendance
- Grade 7 STAR Scores Totals: Total Reading, Total Math
- Grade 6 Cumulative Report Card: GPA, Effort, Conduct, Attendance

1. Gold Award Qualifications
  - A. 3.6 GPA or higher in grades 6, 7, 8
  - B. A average in conduct and effort
  - C. 85% or higher in reading or math totals on STAR grade 8
2. Silver Award Qualifications
  - A. 3.5 GPA in grades 6, 7, 8
  - B. A average in conduct and effort
  - C. 80% or higher in reading or math totals STAR grade 8
3. Bronze Award Qualifications
  - A. 3.0 GPA or higher in grades 6, 7, 8
  - B. B+ or higher average in conduct or effort
  - C. 75% or higher in reading or math totals STAR grade 8

**CHRISTIAN WITNESS**

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

**PRESIDENT’S AWARD FOR EDUCATIONAL EXCELLENCE**

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

**HONORS**

1. Gold Chords: recipients of the Gold Chords are those students who have maintained a 3.6 or higher GPA for grades 6, 7 and 8
2. 1<sup>ST</sup> Honors: 93%-100% in all subjects A in Conduct and Effort.
3. 2<sup>nd</sup> Honors: 87%-92% in all subjects. B or above in Conduct and Effort.

**CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION (CJSF)**

CJSF is based on the California Scholarship federation founded by Charles Seymour. One of the functions of CJSF was to recognize academic accomplishments in tangible ways. The original constitution provided for only one award, namely an embossed gold seal placed on the diploma of each qualifying graduate. CJSF is an award based on honor. Though the CJSF award is not a monetary award, many monetary awards for college and universities are based on the CJSF and CSF respectively.

CJSF emphasizes service to the school and community while fostering pride in scholastic achievement. Membership is neither automatic nor compulsory. Students must apply for membership every trimester. It is based on a point system. The applicant must be recognized as a worthy citizen with at least a ‘B’ in conduct and with no grade lower than a ‘C’ in any subject area. In addition they must earn a total of at least



12 points of a possible 18 points each trimester. At least 8 hours of voluntary service to the community is also required.

Students who have qualified for 4 or 5 trimesters with at least 2 in the 7<sup>th</sup> and 2 in the 8<sup>th</sup> grade and have contributed 32 hours or more of service will receive the gold seal on their diplomas, the CJSF pin of honor and the CJSF certificate.

Those students who have earned membership and qualified for all 6 trimesters in grade 7 and 8 showing academic excellence and have contributed to the school and community by volunteering their time and service for 40 hour or more will receive a gold seal on their diplomas, a CJSF honor pin and a medal and a CJSF certificate.





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

Archdiocese Policy – Administrative Handbook 5.2.6.1

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

**Verbal Harassment:** Derogatory comments and jokes; threatening words spoken to another person.

**Physical Harassment:** Unwanted physical touching, contact, assault, deliberate impeding, or blocking movements, or any intimidating interference with normal work or movement.

**Visual Harassment:** Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, gestures.

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

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

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

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

**It is the responsibility of Beatitudes of Our Lord Catholic School to:**

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

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

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



- Inform and understand if he/she is perceived and engaging in discriminatory, intimidating, harassing, or unwelcome conduct immediately.

**Complaint Filing Procedures**

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

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



**APPENDIX IV – STUDENT AND YOUTH ACTIVITY PERMISSION FORM**



**STUDENT AND YOUTH ACTIVITY PERMISSION FORM**

LOCATION: \_\_\_\_\_  
 Minor's Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Male  Female  Grade \_\_\_\_\_  
 Activity: Field Trip  Retreat  Other (specify) \_\_\_\_\_  
 Date(s) of Activity: \_\_\_\_\_  
 Cost: \_\_\_\_\_  
 Purpose: \_\_\_\_\_  
 Description of Activity: \_\_\_\_\_ See Attached:   
 Mode of Transportation: Walk  Car Pool  Bus  Other (specify) \_\_\_\_\_  
 Teacher/Adult Leader: \_\_\_\_\_ Attire: \_\_\_\_\_

I request that my son/daughter be permitted to participate in the above activity. My son/daughter has no medical condition that would render it inappropriate for him/her to participate in this activity.  
 My son/daughter has no known medical needs, allergies or dietary restrictions except as follows: \_\_\_\_\_

Should it be necessary for my son/daughter to take medication while participating in this activity, I hereby give my son/daughter permission to self-administer his/her medication in accordance with the *Medication Authorization and Permission Form*, and, if my son/daughter cannot self-administer, I give permission to the responsible staff members or chaperones to administer or to assist in the administration of my son/daughter'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 son/daughter should it become necessary to do so. I agree to relieve the Location and participating adults from liability in connection with this request. I understand that the 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 son/daughter. I agree to indemnify and hold the Location harmless from the cost of any medical treatment and related expense and cost 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 son/daughter 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.: \_\_\_\_\_



**APPENDIX V – MEDICAL AUTHORIZATION AND PERMISSION FORM**



**Archdiocese of Los Angeles  
Medication Authorization and Permission Form**

Location: \_\_\_\_\_

Part A to be completed by a licensed physician unless copy of prescription and original prescription bottle is provided containing the information requested in Part A.

I hereby request that my son/daughter be allowed to take the following medication(s) at the Location identified above and/or at a Location sponsored field trip, event or activity.

|                    |            |     |            |
|--------------------|------------|-----|------------|
| Last Name of Minor | First Name | Sex | Birth Date |
|--------------------|------------|-----|------------|

Name of Medication: \_\_\_\_\_

**A. Physician’s Instructions.** (Complete where applicable)

Purpose of Medication or Diagnosis \_\_\_\_\_

|                   |                    |                           |
|-------------------|--------------------|---------------------------|
| Dosage Prescribed | Date/Time Schedule | Dose Form (tablet/liquid) |
|-------------------|--------------------|---------------------------|

Please notify this office if patient misses medication Yes  No

Medication may have adverse effects (explain) \_\_\_\_\_

Special instructions and/or comments: \_\_\_\_\_

|                                  |                                 |      |
|----------------------------------|---------------------------------|------|
| Print Name of Licensed Physician | Signature of Licensed Physician | Date |
|----------------------------------|---------------------------------|------|

Physician Address and Phone Number \_\_\_\_\_

**B. Permission for Administration of Medication and/or Testing at Location and/or at Location sponsored Field Trip/Event/Activity:** I request that my son/daughter identified above, be permitted to carry and use emergency medication (inhaler, epi-pen, insulin, etc.) and/or test for levels of blood sugar at the Location identified above and/or at a Location sponsored field trip/event/activity as prescribed by the physician above. I acknowledge and understand that no health care professional or other trained adult may be available at the Location or at the field trip/event/activity to assist, monitor or supervise my son/daughter’s self-administration of medication or testing unless arrangements have been made in advance. In the event that my son/daughter is unable to self-administer or self-test, I agree that Location staff/chaperones may assist my son/daughter to the extent possible under the circumstances, but neither they nor the Location shall be liable for any adverse consequences or injury. I hereby give the Location staff/chaperones permission to call paramedics to render treatment to my son/daughter should that be necessary and to release medical information to first responders for that purpose. For all other medications, my son/daughter and I will comply with the Location’s policies and procedures and will provide the Location with any medication my son/daughter requires in its original prescription bottle.

Parent/Guardian Name: \_\_\_\_\_ Emergency phone number: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**APPENDIX VI – UNIFORM POLICY**

Beginning 2019-20 school year, all uniform tops and outerwear must have the school crest.  
Students may not wear old uniforms or outerwear with the old logo,  
and they may not wear unapproved outerwear.

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

Girls: Plaid skort, plaid jumper, khaki skort, skirt, khaki pants, khaki walking shorts  
Boys: Khaki pants, khaki walking shorts  
All: Royal blue polo shirt and must have crest  
All: Belts (brown or black) with plain buckle must be worn with pants/shorts  
(no belt required for grades TK-K-1)  
All: Outerwear (school sweaters and jackets) must have crest

**Mass Day Uniform**

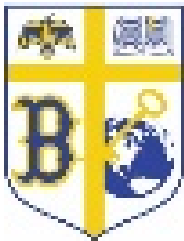
Girls: Plaid skorts, plaid jumpers, khaki skort, skirts (no pants or shorts)  
Boys: Khaki pants (no shorts)  
All: White button down collar shirt/blouse (no polo shirts)  
All: School vest must have crest  
All: Belts (brown or black) with plain buckle must be worn with pants  
(no belt required for grades TK-K-1)  
All: Outerwear (school sweaters) must have crest

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

P.E. shirts must be solid royal blue and must have school crest.  
P.E. shorts must be solid royal blue mesh gym shorts and must be appropriate length.  
P.E. sweatpants must be solid royal blue.  
P.E. sweatshirts must be solid royal blue and must have a school crest.  
P.E. shoes may be any color.  
P.E. socks may be any color.

**WHERE TO PURCHASE OFFICIAL UNIFORM**

Items that MUST BE purchased from Beatitudes of Our Lord School:



School jacket with crest  
School sweater with crest  
School royal blue vest with crest  
School royal blue polo shirt with crest  
PE sweatshirt with crest  
PE shirt with crest  
PE shorts with crest

Items that may be purchased from other stores/vendors:

White button down collar shirt/blouse (no polo shirts)  
Plaid skort & jumper (girls, only)  
Khaki skort & skirt  
Khaki pants  
Khaki shorts  
P.E. sweatpants  
Belt (black or brown)  
Shoes (black, white, or dark navy blue)  
Socks/Tights (black, white, or dark navy blue)



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

Hot Lunch Lady is a family owned and operated lunch program, proudly serving local private schools since 2005. As parents ourselves we understand the importance of serving your children balanced, nutritious, home style meals. Our goal is to provide options for meal ordering, making forgotten lunches a thing of the past.

Convenient monthly ordering through our online service allows you to plan ahead. There is a set due date each month, with no exceptions. You and your children choose the meals you want.

We offer daily specials that can be ordered on campus at break time by student/s or via online ordering service. **Daily cut-off time of 9:30 am for online ordering.**

Credit line available through our online service or simply send money with your student/s to turn in to Hot Lunch Lady, Inc. staff.

Same day order cancellation by 10 am the day your student/s will not need lunch (No exceptions). **You must call or text (562) 372-1415**, leave your student's name, grade and school they attend by 10 am. Credit will be applied to your online account.

Credit for school field trips, change of school schedule and any changes made by the school. Credit will be applied to your online account.

Providing meals to children without food is a priority for Hot Lunch Lady, Inc. A notice is sent home with student/s for fees incurred for food given and fees are due upon receipt of notice.

Please contact Hot Lunch Lady, Inc. with questions, requests, concerns or tell us how we are doing at **(562) 372-1415** or email at **beatitudeshotlunch@yahoo.com**. Your school office will forward messages to our staff and a Hot Lunch Lady, Inc. staff member will return your call.

Hot Lunch Lady, Inc. is excited to be your new school food program and we look forward to a delicious and successful school year. It's easy!!!

1. Go to **<https://hotlunchlady.schoollunchchoice.com>**
2. Create New Customer
3. Add new student, click the "Add Student" link above
4. Once you have added a student to your account, you will see the student's name appear in the blue menu bar below the main menu bar at the top of the page.
5. To add lunches, click on a child's name in the blue menu bar, and the menu calendar for that student will appear.

Now you're ready to place your order.

1. Use this link to see how it's done: **<https://www.youtube.com/watch?v=O9EZjl6os1k>**



**APPENDIX VIII – REQUIRED IMMUNIZATIONS**

**GUIDE TO IMMUNIZATIONS REQUIRED FOR SCHOOL ENTRY  
GRADES TK/K-12**



Requirements by Age and Grade Before Entering:

| Vaccine  | 4-6 Years Old<br>Elementary School at<br>Transitional-Kindergarten/<br>Kindergarten and Above  | 7-17 Years Old<br>Elementary or Secondary School  | 7th Grade*  |
|--|--|---|---|
| Polio<br>(OPV or IPV)                            | <b>4 doses</b><br>(3 doses OK if one was given on or after 4th birthday)   | <b>4 doses</b><br>(3 doses OK if one was given on or after 2nd birthday)  |   |
| Diphtheria,<br>Tetanus, and<br>Pertussis         | <b>5 doses of DTaP, DTP, or DT</b><br>(4 doses OK if one was given on or after 4th birthday)   | <b>4 doses of DTaP, DTP, DT, Tdap, or Td</b><br>(3 doses OK if last dose was given on or after 2nd birthday. At least one dose must be Tdap or DTaP/DTP given on or after 7th birthday for all 7th-12th graders.) | <b>1 dose of Tdap</b><br>(Or DTP/DTaP given on or after the 7th birthday.)                              |
| Measles, Mumps,<br>and Rubella<br>(MMR or MMR-V) | <b>2 doses</b><br>(Both given on or after 1st birthday. Only one dose of mumps and rubella vaccines are required if given separately.) | <b>1 dose</b><br>(Dose given on or after 1st birthday. Mumps vaccine is not required if given separately.)  | <b>2 doses of MMR</b> or any measles-containing vaccine<br>(Both doses given on or after 1st birthday.) |
| Hepatitis B<br>(Hep B or HBV)                    | <b>3 doses</b>   |   |   |
| Varicella<br>(chickenpox, VAR,<br>MMR-V, or VZV) | <b>1 dose</b>  | <b>1 dose</b> for ages 7-12 years.<br><b>2 doses</b> for ages 13-17 years.  |   |

\*New admissions to 7th grade should also meet the requirements for ages 7-17 years.

**INSTRUCTIONS:**

California schools are required to check immunization records for all new student admissions at TK/Kindergarten **through** 12th grade and all students advancing to 7th grade before entry.

1. Notify parents of required immunizations and collect immunization records.
2. Copy the date of each vaccine from the child's immunization record to the California School Immunization Record (Blue Card, CDPH-286) and/or supplemental Tdap sticker [PM 286 S (01/11)] or enter into an approved electronic system that prints a Blue Card.
3. Compare number of doses on the Blue Card to the requirements above.
4. Determine whether child can be admitted.

**Questions?**  
Visit [ShotsForSchool.org](http://ShotsForSchool.org)  
or  
Contact your local health department  
([bit.do/immunization](http://bit.do/immunization))

Continued on next page.



**GUIDE TO IMMUNIZATIONS REQUIRED FOR SCHOOL ENTRY GRADES TK/K-12 (continued)**

**ADMIT A CHILD UNCONDITIONALLY WHO:**

- Has all immunizations required for their age or grade, or
- Is entering 1<sup>st</sup>-6<sup>th</sup> grade or 8<sup>th</sup>-12<sup>th</sup> grade and submits a valid PBE filed at a prior California school for missing shot(s) and immunization records with dates for all required shots not exempted. The PBE must have been filed before January 1, 2016 and is only valid for the current grade span (TK/K through 6<sup>th</sup> or 7<sup>th</sup> through 12<sup>th</sup> grade). For complete details, visit ShotsforSchool.org, or
- Submits a licensed physician's written statement of a permanent medical exemption for missing shot(s) and immunization records with dates for all required shots not exempted.

The immunization requirements do not prohibit pupils from accessing special education and related services required by their individualized education programs.

**A CHILD WHO IS MISSING REQUIRED SHOTS MAY BE ADMITTED CONDITIONALLY IF HE/SHE:**

- Is missing a dose(s) in a series, but the next dose is not due yet. This means the child has received at least one dose in a series and the deadline for the next dose has **not** passed, according to the table below.
- Has a temporary medical exemption to certain vaccine(s) and has submitted immunization records for vaccines not exempted. The statement must indicate which immunization(s) is postponed and when the exemption expires.

**SCHOOLS NEED TO FOLLOW UP AFTER ADMISSION IF:**

- Child was admitted conditionally. Notify parents of the deadline for missing doses. Review records every 30 days until all required doses are received.
- Awaiting records for transfers from within California or another state. School may allow admission up to 30 school days before exclusion.

**When Missing Doses Can Be Given:**

| Vaccine                    | Age (Years) | Missing Dose | Earliest Date After Previous Dose  | Deadline After Previous Dose |
|----------------------------|-------------|--------------|--|------------------------------|
| Polio                      |             | 2nd          | 6 weeks  | 10 weeks                     |
|                            |             | 3rd          | 6 weeks  | 12 months                    |
|                            | 4-6         | 4th          | If the 3rd dose was given before the 4th birthday, one more dose is required before admission. |                              |
|                            | 7-17        | 4th          | If the 3rd dose was given before the 2nd birthday, one more dose is required before admission. |                              |
| DTaP, DTP, or DT           | Under 7     | 2nd or 3rd   | 4 weeks  | 8 weeks                      |
|                            |             | 4th          | 6 months   | 12 months                    |
|                            |             | 5th          | If the 4th dose was given before the 4th birthday, one more dose is required before admission. |                              |
| DTaP, DTP, DT, Tdap, or Td | 7 & Older   | 2nd          | 4 weeks  | 8 weeks                      |
|                            |             | 3rd          | 6 months   | 12 months                    |
|                            |             | 4th          | If the 3rd dose was given before the 2nd birthday, one more dose is required before admission. |                              |
| MMR                        |             | 2nd          | 1 month  | 3 months                     |
| Hep B                      | 4-6         | 2nd          | 1 month  | 2 months                     |
|                            |             | 3rd          | 2 months after 2nd dose and at least 4 months after 1st dose                                   |                              |
| Varicella                  | 13-17       | 2nd          | 4 weeks  | 3 months                     |

**DO NOT ADMIT A CHILD WHO:**

Does not fit one of the previous categories. Refer parents to their physician indicating which doses are needed.

Maintain a list of unimmunized children (exempted or admitted conditionally), so they can be excluded quickly if an outbreak occurs.





**APPENDIX IX – CODE OF CONDUCT FOR STUDENT WORKERS / VOLUNTEERS**

**Archdiocese of Los Angeles Boundary Guidelines and Code of Conduct for Middle and High School Youth Working or Volunteering with Children or Youth**

Revised: 1/12/06 ~ 8/20/07 ~ 10/17/11

To ensure the safety of the children and youth in the Archdiocese of Los Angeles, all youth volunteers – Middle and high school students, including students who are already 18 – who work or volunteer with children/youth in school or parish settings must receive training on these Boundary Guidelines before undertaking their ministry in the Archdiocese of Los Angeles and must sign this Code of Conduct form to verify they understand their obligations.

**Code of Conduct for Student Workers/Volunteers**

I promise to strictly follow the rules and guidelines in this Code of Conduct. I understand that if my actions are inconsistent with this Code of Conduct or if I fail to take action mandated by the Code, I may be removed from my volunteer or work assignment.

**As a student volunteer, I will:**

- Understand, respect and support the values of Christian charity and tolerance.
- Model, teach and promote behavior in conformity with the teachings of the Roman Catholic Church.
- Treat everyone with whom I interact with respect, loyalty, patience, integrity, courtesy and dignity.
- Safeguard at all times children or other youth entrusted to my care.
- Avoid situations where I am alone with a child/youth.
- Take care to be positive, supportive and caring in my speaking, writing and actions with the children/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 supervisor aware of it so that the matter can be resolved, including by 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:**

- Commit an illegal or immoral act.
- Smoke or use tobacco products.
- Use, possess or be under the influence of alcohol or illegal drugs.
- 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.
- 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 anyone towards a child/youth.
- Fraternize inappropriately with children/youth through electronic communications, social networks, media, over the internet or through other forms of communication.





We, the undersigned, have read and understand the Archdiocese of Los Angeles **Boundary Guidelines and Code of Conduct for Middle 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/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/her parent/guardian.

Print Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature of Youth Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature and Title of Witness: \_\_\_\_\_ Date: \_\_\_\_\_



**APPENDIX X - ACCEPTABLE USE AND RESPONSIBILITY POLICY FOR ELECTRONIC COMMUNICATIONS****ACCEPTABLE USE AND RESPONSIBILITY POLICY FOR ELECTRONIC COMMUNICATIONS**

All information used in the course of activities for or on behalf of the Roman Catholic Archdiocese of Los Angeles ("Archdiocese") or an archdiocesan school, parish, the seminary, a cemetery, or other archdiocesan department or operating unit ("Location") is an asset of the Archdiocese and/or the Location, as appropriate. Electronic information and communications require particular safeguards and impose unique responsibilities on all users. The Archdiocese maintains a system of information security to protect our proprietary data. Integral parts of this system are the policies, standards, and procedures designed for users. All users must adhere to these policies, standards, and procedures for the complete system to remain viable.

These policies, standards and procedures apply to all users of technology, whether adult, child or youth, whether they are paid or volunteer staff, clergy or members of religious orders, in the Archdiocese or in any Location.

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

**A. Definitions**

- Electronic communications systems include, but are not limited to, electronic mail, telecommunications systems including telephone, voice mail, and video, facsimile transmissions, stand-alone or networked computers, intranets, the Internet and any other communications systems that may be created in the future.
- Electronic communications devices include, but are not limited to, regular and mobile telephones (cell phones, smart phones, walkie-talkies), facsimile machines, computers, laptops, electronic notebooks, tablets, audio and video equipment, flash drives, memory sticks, media players and other wireless equipment that may be created in the future.
- Electronic communications materials include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, emails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded or otherwise accessed or stored content.

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

- All electronic communications systems, devices and materials in the schools, parishes, the seminary, cemeteries, archdiocesan departments or offices, or other archdiocesan operating units (the "Premises").
- All electronic communications devices and materials taken from the Premises for use at home or on the road.
- All personal devices and materials brought from home and used on the Premises during regular business hours.
- All personal devices and materials, regardless of where they are situated, that are used in such a manner that the Archdiocese and/or the Location may be implicated in their use.
- All users of electronic communications systems, devices, and materials, including, but not limited to, volunteers, clergy, and religious, students, employees, staff or contractors associated with the Archdiocese and/or the Location.

**C. Ownership and Control of Communications**

- All systems, devices, and materials located on archdiocesan premises, and all work performed on them, are property of Location and/or the Archdiocese. These systems, devices, and materials are to be used primarily to conduct official Location and/or Archdiocese business, not personal business.
- With permission from the person in charge of the parish (*i.e.*, pastor, priest administrator, or parish life director), principal, or other person in charge of the Location, individuals may use systems, devices, and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.
- The Archdiocese and the Locations, as applicable, reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on Archdiocese and/or Location systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

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

1. All users of Archdiocese and Location communications systems and devices should use care in creating email, text, video, still images, instant or voice mail messages or in any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system, be restored, downloaded, recorded, printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.
2. Email and other electronic communications are not necessarily secure.
3. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
4. The person in charge of the parish (pastor, priest administrator, or parish life director), principal, or other person in charge of the Location must approve postings to "All Employees," "All Parents," "All Seminarians," "All Parishioners" and the like on intranets or the Internet before they are sent out.
5. Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.
6. Archdiocese and Location systems, devices, and materials are not private and security cannot be guaranteed. Passwords and user IDs are intended to enhance system security; not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the person in charge of the parish (pastor, priest administrator, or parish life director) principal or other person in charge of the Location.
7. User IDs and passwords should not be disclosed to unauthorized parties or shared with other employees, students or volunteers. User accounts are intended to be used only by the assigned party.
8. All information systems that create, store, transmit or otherwise publish data or information must have authentication and authorization systems in place to prevent unauthorized use, access, and modification of data and applications. Systems that transmit or publish approved information that is intended for the public may allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information.
9. All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with updated or current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge of the location.
10. Critical information should be copied onto backup storage periodically. Backed up information should be stored in a safe place and be available for recovery in case of a loss of the original information. Depending on the complexity of a Location's information systems, a detailed disaster recovery plan may need to be developed.
11. Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.
12. Information systems hardware should be secured against unauthorized physical access.

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



1. Any device accessed or used by minors on the Premises must use updated and functioning filters to preclude access to prohibited content, including obscene, sexually explicit materials, adult or child pornography, and materials that are otherwise harmful to minors or in violation of this electronic communications policy.
2. Content filters for minors may NOT be disabled or turned "OFF" without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the Location.
3. No unauthorized personal identification information regarding minors may be disclosed, used, and disseminated without proper authorization by a responsible person at the Location.
4. Minors' use of electronic mail, chat rooms, social networks and other forms of direct electronic communications on electronic devices at the Location must be monitored.
5. No person may engage in unlawful activities online, including "hacking" of Archdiocesan or Location systems or any system while using Archdiocese or Location devices or while on the Premises of any Location.

### Prohibited Practices

Users of Archdiocese and Location electronic communication systems, devices, or materials and users of personal devices and materials on the Premises under circumstances when the Archdiocese and/or the Location may become implicated in the use may not:

1. Violate any federal, state, or local laws or regulations.
2. Violate any rules of conduct, codes of ethics, safe environment or any educational policies, including but not limited to those that apply to communications or the use of information.
3. Post or cause to be distributed any personally identifying information about the user or others without permission or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities. Personal identifying information includes, but is not limited to, names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLs) of social networking sites or blogs.
4. Post or distribute any communications, video, music, or pictures, which a reasonable person, according to the teachings of the Roman Catholic Church, would consider defamatory, offensive, harassing, disruptive, derogatory, or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone based on race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
5. Engage in improper fraternizing or socializing between adults and minors.
6. Engage in cyber bullying or other abusive on-line behavior.
7. Engage in pirating or unauthorized copying, acquisition or distribution of copyrighted materials, music, video, or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
8. Post or send chain letters or engage in "spamming" (sending annoying, unnecessary, or unsolicited commercial messages).
9. Record any telephone, video, or other conversation or communication without the express permission of the other participants to the conversation or communication, except where allowed by law.
10. Use electronic communications devices for designing, developing, distributing, or storing any works of programming or software unless required by the duties of the job or assignment.
11. Upload, download, view or otherwise receive or transmit copyrighted, trademarked, patented, indecent, or pornographic material, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. See *Archdiocese of Los Angeles Copyright and Video Screening Policy*.
12. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files or alter or forward email messages in a manner that misrepresents the original message or a message chain.



13. Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
14. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible adult.
15. Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.
16. Bypass (via proxy servers or other means), defeat, or otherwise render inoperative any network security systems, firewalls or content filters.
17. Allow any minor to access the Internet on Archdiocese or Location communications devices without active, monitored filtering of prohibited materials.
18. Allow any minor to use electronic mail, chat rooms, social networking sites or other forms of direct communications at the Location without monitoring.
19. Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would violate FCC rules or policies.
20. Access or manipulate services, networks, or hardware without express authority.

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

#### **Consequences of Violation of Electronic Communications Policy**

Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials, and disciplinary action up to and including termination of employment, removal from parish or school activities, expulsion from school, canonical review, referral to law enforcement and other appropriate disciplinary action.



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



**ACKNOWLEDGMENT OF RECEIPT OF  
GUIDELINES FOR ADULTS INTERACTING WITH  
MINORS AT PARISH/SCHOOL ACTIVITIES OR  
EVENTS**

Revised 8/2007 ~1/27/10 ~Revised 6/8/2010 ~ Revised 2/2015

I have received and agree to comply with the *Guidelines for Adults Interacting with Minors at Parish, Parish School, Youth Ministry or Religious Education Activities or Events* of the Archdiocese of Los Angeles. As stated in the copy of these guidelines: **“All adults working or volunteering with minors are also accountable to follow all policies contained in any other ‘Handbooks’ that the parish/school may use’ (i.e.: Catholic Schools Handbook, Parish ministry handbook, etc.).** All adults acting in a staff, faculty, ministerial or other paid or volunteer \* position in the Archdiocese are role models who are called to treat each minor with respect and care. Clergy/staff members/faculty/volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off the parish or parish school locations.” These guidelines are part of the commitment of the Archdiocese of Los Angeles to keep children and youth safe and to provide a role model for all minors under our care.

Activity(ies) or Event(s) in which I am involved:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name (please print legibly):

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## ARCHDIOCESE OF LOS ANGELES GUIDELINES FOR ADULTS INTERACTING WITH MINORS AT PARISH OR PARISH SCHOOL ACTIVITIES OR EVENTS **Revised 2/2015**

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

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





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



## APPENDIX XII – TRAFFIC GUIDELINES &amp; CAMPUS MAP

## TRAFFIC GUIDELINES AND &amp; CAMPUS MAP

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

- **SPEED LIMIT IN PARKING LOT IS 5 MPH!**
- Do not stop/park in red curb areas. Students are never to be dropped-off or picked-up from these locations.
- Never drive around barriers next to the school building between Marron Hall and East school wing. The school NEVER allows cars in this area. This is a student designated area, only.
- **You may NOT park south of barriers (school side) when dropping off or picking up unless the school determines to use a rainy day/extreme heat day schedule (see below).**
- PLEASE DO NOT TALK TO TEACHERS BEFORE SCHOOL OR DURING PICK-UP AS THEY ARE RESPONSIBLE FOR STUDENT SAFETY.

**Morning School Traffic Guidelines**

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

- Enter the parking lot (you may not have to loop around parked cars).
- Students are to be out of their cars and in line for morning assembly by 7:35am.
- If arriving after 7:40am, parents are to park in marked stalls north of barriers (church side) and walk their students into the school office.
- Parents staying for morning assembly are to drop off students from carline, then park north of barriers (church side) and gather at the grade 8 tables.
- **You may NOT park south of barriers (school side) when dropping off.**

**After School Traffic Guidelines**

- All TK-8 students are to proceed to the pick-up line.
- TK-3 are dismissed Monday-Thursday at 2:30pm (1:30pm Fridays) from the carline. Only those parents should enter the pick-up line before 2:30pm.
- 4-8 are dismissed Monday-Thursday at 2:40pm (1:30pm Fridays) from the carline.
- All students not picked up by 3:00pm (1:50pm on Fridays) will be signed into after-school care and charged a late pick-up fee even if you arrive by 3:01pm.
- Students must ALWAYS be supervised when on campus. Siblings of students participating in extra-curricular activities must be signed into daycare. Students may not “hang around” unsupervised after school, during practices, games, club meetings, etc. as coaches will only assume responsibility for registered team members of specific activities.
- Enter the parking lot and follow the traffic route which loops around the parked cars (whether or not orange cones are present – see map).
- **You may NOT park south of barriers (school side) when picking up.**
- Once in line, continue moving as far forward as possible before stopping to let child in car. Even if you pass by your child.
- Please stay in your vehicle. We will do our best to see that your child gets into the car safely. If your child is unable to fasten his own seatbelt then you must park and walk up for pick-up.
- Make sure to have the passenger (right) side clear from obstructions so that your child can enter on THAT side.
- No cell phone use while picking up children to avoid any unnecessary incidents.

**After School Walk-Up Guidelines**

- Park in designated parking stalls north of the barriers (church side).



- Please wait by grade 8 tables.
- Do not gather around hall doors, bathrooms, or in front of the office when waiting for your child.
- All children must go with class to designated class pick-up area. Students will be sent to you when the teacher has given permission.

**Rainy Day/Extreme Heat Schedule Guidelines**

This is the only time you may park south of barriers (school side) during school.

**Drop-Off**

- All students are to report to the small hall.

**Pick-Up**

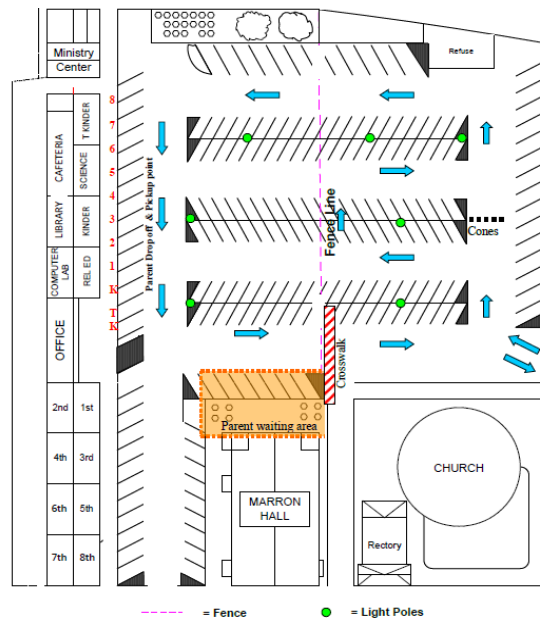
- Parents are to wait in cars until stated dismissal time.
- Do not gather around hall doors, bathrooms, or in front of the office when waiting for your child.
- Go directly to your child’s classroom through the interior hallways.
- Exit the hallways immediately after receiving your child. Please do not congregate in hallways.
- Please be extremely careful when exiting campus as students and younger siblings are present in parking lot.

**TRAFFIC REMINDERS**

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

**The color painted on curbs means:**

- White (or no color): Parking allowed, unless restricted or limited by signs.
- Blue: Parking for the disabled only. ...
- Green: Parking allowed for a short time. ...
- Yellow: Stop only long enough to load or unload passengers. ...
- **Red: No parking!**



Beatitudes of Our Lord School  
La Mirada California



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

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

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

**AGREEMENT**

1. We understand the school is a Catholic school under the jurisdiction of the Archdiocese of Los Angeles, We accept, therefore
  - a. that the pastor of the parish is the ex-officio chief administrative officer of the school who carries out Archdiocesan policies, and on points not covered by Archdiocesan policy, determines policies appropriate to the needs of the school
  - b. that the principal is responsible for the immediate direction and supervision of the school program.
  - c. that the pastor or principal have the right to amend policies during the school year as needed and that we agree to follow the policies and procedures as may be added or amended.
  
2. We understand that certain responsibilities require our continuous support if the school is to achieve its goals. We agree, therefore,
  - a. to participate at Mass, and to participate in parish activities so that our children may have a sense of the importance of their faith commitment and community in their lives.
  - b. to participate in the religion program and related activities in order to make the teaching of religion a reality in the life(lives) of our child(ren).
  - c. to encourage our child(ren) to learn by providing the environment (space and time) suitable for home study.
  - d. to abide by all school and Archdiocesan policies and regulations, and to positively accept all disciplinary actions, including withdrawal of our child(ren), for non-compliance with these policies and regulations.
  - e. to communicate respectfully with all school personnel at all times, and to communicate to our child(ren) our support of the school personnel and policies.
  - f. to promptly complete and return all forms and records necessary to comply with school, Archdiocesan, and state regulations.
  
3. We understand that tuition and fees cover only a part of the total cost of providing education at Beatitudes of Our Lord School. We agree, therefore
  - a. to make regular and prompt payment of tuition and fees.
  - b. to participate in or buyout of the supplemental tuition obligation.
  - c. to participate in the fundraising program.
  - d. to participate in school volunteer service including Bingo as outlined on the *Service Hour Obligations Schedule*.

**ACCEPTANCE**

Our family will read and agree to be bound by the principles, policies, and procedures contained in the *Parent-Student Handbook*. We are aware of, understand, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended.

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

**BOTH PARENTS MUST SIGN**

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

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

\_\_\_\_\_  
Student Name/Grade                                  Student Name/Grade

\_\_\_\_\_  
Student Name/Grade                                  Student Name/Grade

\_\_\_\_\_  
Student Name/Grade                                  Student Name/Grade

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

05/2016



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

### Beatitudes of Our Lord School BYOD - *Bring Your Own Device Program*

#### Introduction

Beginning the 2017-18 school year Beatitudes is offering the **4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students** the opportunity to use their personal computer tablets, pads or laptop computers at school. The purpose of this program is to provide the students with a more interactive approach to learning by placing access to online resources at their desk.

To accomplish this, Beatitudes has deployed wireless access points throughout the school. These access points provide uninterrupted wireless connectivity to students while on campus.

Whereas safety and security are our number one concern, there are provisions to the wireless and wired network that restrict student access to a number of websites and specific types of online content.

The network is actively monitored throughout the day and looks for unauthorized access attempts as well as new sites and content that may be accessed. The system can block unrecognized content and then notify the administrator of the attempt so that the site can be permanently blocked.

For access to the network, each student must review this document with their parents and both must sign the acknowledgement on the last page. When the student brings in the signed acknowledgement form they may then bring their device in to have it registered on the network.

Once the device is registered, the student can then use their device when directed by their teacher. Student participation is voluntary. Parents may elect not to have their child bring in their electronic device. Students who do not bring in a device will be provided instructions on how to complete assignments without the use of personal electronic devices. Such options may include but are not limited to completing assignments at home; information provided on handouts or provided access on their regular computer lab days.

#### BYOD Program Policies and Procedures

##### 1. Recommendations

- 1.01 Any currently available electronic device which is capable of accessing the internet, provides adequate storage through either a hard drive or a cloud account, a screen that is no less than eight (8") inches in size (measured diagonally) and has a keyboard (physical or virtual) and a mouse or touch pad.
- 1.02 **If creating documents for submitting to the teacher, the device must be able to create Word, Excel and PowerPoint documents.**
- 1.03 Beatitudes does not recommend any specific brand of device.
- 1.04 Examples of devices include but are not limited to: iPads, Kindle Fire, Samsung Note, Microsoft Surface, any of the chrome books or laptops. Note: if unsure if a device will be acceptable, please contact the school.
- 1.05 Devices that do not meet the above listed specifications will not be registered and not allowed on the network.
- 1.06 Unapproved devices include but are not limited to; Cell phones, smart phones and any device with a screen smaller than eight (8") inches.
- 1.07 All students will need to have a headset or earbuds for their device.
- 1.08 **Students are limited to one authorized device at a time.**
- 1.09 **Students who utilize their own data plan, may do so however (1) all of the rules within this document still apply and (2) the school assumes no cost liability toward the cost of personal data plans.**

##### 2. Responsibilities



- 2.01 Electronic devices are inherently delicate and may be subject to damage and or software corruption. Use of a personal device is done so at the owners own risk.
- 2.02 Each student owner is responsible for their own device.
- 2.03 All personal devices must come to school with a protective cover that encapsulates the device (this cover should surround the device and provide a protective screen cover that will reduce scratches to the screen. It should also be able to protect the device from a fall of less than four (4") feet. The device also needs a protective bag, case or other container with handles for carrying the device. Note: if the device is in an approved protective cover, a backpack will meet the case requirement.
- 2.04 The school as a whole, the administration, the staff and the teachers are not responsible for failures, damage or loss of any student device. The school, administrators, staff and teachers will not act as intermediaries in matters involving the restoration of personal electronic devices. The school will take administrative action for violations of the school rules up and including violations of the policies within this document.
- 2.05 Each student owner must never allow any other student to touch, hold, carry or otherwise use their personal device.
- 2.06 If another student touches, holds, carries or uses someone else's device, whether they have received permission from the owner or not shall be in violation of this policy.
- 2.07 If a student touches, holds, carries or uses someone else's device, whether they have received permission from the owner or not, and during that act the device is mishandled, dropped or otherwise damaged, that student will be held responsible for any and all restitution of the damage.

The teacher will document all available facts of the incident and forward it to the administration. The administration will provide a letter to each parent (device owner's parent and the student responsible for the damage parent). This letter will include the teacher's documentation, a copy of section 200 of this document and contact information for each parent (email and telephone).

### 3. Administrative Actions

- 3.01 Students who violate the BYOD policies will be subject to the following course of action:
  - a. First occurrence: the student will be warned by the teacher.
  - b. Second occurrence: the student will meet with the school administration and a follow up letter to the parents will be sent home.
  - c. Third occurrence: the student will be locked out of the network and banned for a period of one month from bringing in their personal device.
  - d. Fourth occurrence: the student will be locked out of the network and may not bring their personal device to school for the remainder of the year.
- 3.02 Students who are banned from using accessing the network and or bringing their personal device to school will receive alternative classwork to meet the lesson objectives.
- 3.03 In the event the device needs to be taken away from the student, the device will be taken to office and the parents will be contacted by telephone and advised that the device will need to be picked up from the office by the end of school. Only a parent or guardian may pick up the device. They will not be released back to the student.

### 4. Best Practice and Acceptable Use

- 4.01 The personal device must come to school fully charged. The school will not provide access to electrical outlets for charging devices.
- 4.02 The device may only be used within the classroom. Students may not take the devices outside the classroom unless required for a specific lesson and then only when told to do so by the teacher.
- 4.03 The personal device may not be used during morning line up, morning snack time, lunch time or in the pickup line afterschool.
- 4.04 As stated in section 2.03, all devices must be protected with a cover and or a case.
- 4.05 Student wireless access is only available:



Monday thru Thursday from 8:00am until 3:00pm and Friday 8:00am to 2:00pm

- 4.06 Students may only access internet content as described by the teacher for the specific lesson or assignment. For this purpose, a student found on a website not related to the assignment will be considered in violation of this policy.
- 4.07 Most personal devices have the capability of taking video or still photography. As stated in the Parent-Student handbook, students may not take video or still photographs while on school property unless given explicit instructions by faculty or staff members. On occasion, a teacher may require students to capture video or take photos which are associated with a specific lesson or assignment. The teacher will provide the specific guidelines, content and/or subject matter to photograph or capture on video. Students taking video or photos outside of those parameters will be considered in violation of this policy. No content may be published on the internet through any means.

## 5. Privacy

- 5.01 Students are responsible for not sharing their own login and password information.
- 5.02 For the purpose of registering the device on the network, certain information will be required. This information will include the device's MAC address, Serial number and the student's name. This information is used to recognize the device on the network. Individual devices will not be monitored for existing content saved on the device. The device will be monitored for content viewed, accessed and downloaded from the internet. Also monitored is the devices location at the school and the bandwidth used while connected to the network.
- 5.03 Exception to section 5.02; the school can access the device to view content when the school has probable cause to believe that inappropriate or illegal content exists on the device. To reduce potential problems of this sort, parents need to routinely view their child's device for documents or images that may be considered inappropriate or illegal.
- 5.04 Pornography or other similar content is forbidden to be carried on any device brought to school or accessed from a hard drive, flash drive or any online source while on school property. Students found with such content on their device, or in the act of accessing such content will have the device taken away, the parents will be contacted, and if required the Sheriff's Department will be called. The Principal will treat such instances as required under the Los Angeles Archdiocese policies. Such administrative actions may include suspension and or expulsion.
- 5.05 All student accessible computers both school and personal, function under a set of group policies which restrict access to certain websites and certain types of content. The systems used to filter content and restrict websites will allow administrators to monitor and change filters as new threats appear. Such filtering and restrictions take place within the network hardware. No alterations are made on student devices.
- 5.06 It is highly recommended that parents setup, install software or apps that will provide parental controls on the student's device. This will help control when and how a student can access personal software or apps on their device.
- 5.07 It is recommended that parents consider installing antiviral software, popup blockers and antispyware on the child's device. This can reduce catastrophic failures, and the theft of personal information. Note that every student device should be setup with a login and password.
- 5.08 It is highly recommended that the student device be backed up prior to bringing it to school. Devices with USB ports can use flash drives for backup. Devices such as iPads without USB access must be backed up to a computer or using the Cloud.

## 6. Program Policies

- 6.01 All policies coincide with Los Angeles Archdiocese technology policies and procedures.
- 6.02 Policies are subject to change. The school administration will distribute updates as necessary.
- 6.03 Violations of the policies and rules listed herein may also be covered under the Code of Conduct and or the Parent / Student handbook. The school administration may use any policy at their discretion to address violations of this program.





**Parent and Student BYOD Acknowledgement Form**

As the parent of the student listed below, I acknowledge that I have read and understand the rules, policies and procedures related to the Bring Your Own Device (BYOD) program at Beatitudes of Our Lord Catholic School. I further acknowledge that I have read over the BYOD document with my child to ensure they understand the expectations and responsibilities associated with this program.

Both the student and parent understand the risks associated with bringing a personal electronic device to school and accept full responsibility for that device. It is clearly understood that the school, administrators, staff and teachers are not responsible for (a) the device and that the school shall be held harmless for damage, loss or injuries associated with the use and or handling of the device, (b) that the school will not be held financially responsible for repairs, alterations or replacement of the device, and (c) the school will not act as an intermediary between parents should another student cause damage to your students device or your child causes damage to another. The school involvement will be limited to providing the effected parents with available information about the incident and parent contact information.

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|                |           |      |
|----------------|-----------|------|
| Student's Name | Signature | Date |
|----------------|-----------|------|

---

|               |           |      |
|---------------|-----------|------|
| Parent's Name | Signature | Date |
|---------------|-----------|------|



**APPENDIX XV - BINGO CONTRACT****BEATITUDES OF OUR LORD SCHOOL BINGO VOLUNTEER CONTRACT****WHY SERVE AT BINGO?**

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

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

- **Families with a newly enrolled student** must serve one Friday a month from July to June. This fulfills your service hour requirement. Families who register late (July, August, September) are required to serve until they make up their 12 bingo nights.
- **All other families** are required to serve 2 nights (one must be in June, July or August) and may choose to serve an additional 10 nights to complete the remainder of their service hour commitment (see Tuition and Fees Schedule).

**ABOUT BINGO**

1. Bingo is held in Marron Hall every Friday night throughout the year from **July to June** with the exception of the Friday after Christmas, New Year's Day, Good Friday and if Bingo lands on a national holiday. Only one parent needs to serve.
2. Bingo volunteers are required to serve one Friday night a month for **12 months (July to June.)**
3. Do not bring any children to Bingo. There is no supervision available and it is against the law to have minors present when we open at 5:00 PM.
4. Bingo is open for business from 5:00 PM to approximately 10:30 PM (closing.) Volunteers are to be at Marron Hall ready to serve as follows:
  - 4:30 PM – 9:30 PM Manager 1, Controller 1, Admissions Table, Special Games, Pull Tabs & Kitchen
  - 6:00 PM – 11:00 PM Manager 2, Controller 2, Verifiers & Bingo Caller
5. There will be a sign-in/out log on the podium near the kitchen door. Volunteers are responsible for signing the sheet BOTH times and are expected to stay the entire night (5 hours.) If a volunteer arrives late or leaves early without a substitute to take his/her place, a \*non-compliance fee will be assessed. Volunteers that complete their work at their station are encouraged to help at other stations. If you do not sign the log, you will not get credit for your service, AND you will be assessed a \*\$100 non-compliance fee. NO EXCEPTIONS!
6. Bingo volunteers are provided with pizza or a hot dog and a drink on the nights they serve. Special dinners or other items may be purchased. Meals for workers start after 6:00 PM and go to 8:30 PM. Only those authorized to be in the kitchen may handle food.
7. Volunteers are responsible for cleaning up their respective work area before leaving.
8. A Bingo Roster will be available for all volunteers. Bingo begins in **July** and it is **YOUR RESPONSIBILITY** to make sure you receive a schedule. Volunteers who do not begin work in July will be subject to a non-compliance fee of \$100 per missed Friday. Volunteers can call the church 562-943-1521 office to obtain a schedule.
9. All special arrangements for unique circumstances must be made with the school office before your first night of service.

**SUBSTITUTES**

- 10. Volunteers are required to be present on ALL of their assigned nights.
- 11. If you are unable to attend your assigned night, it is **YOUR RESPONSIBILITY** to find a substitute from the provided volunteer roster. If no one is available, you may send a relative or friend to substitute. All Bingo volunteers must be 18 years or older.
- 12. Substitutes are to sign in and out next to your name in the “substitute column” so that you will be given service credit. If your substitute fails to sign in/out next your name, you will be assessed a \*non-compliance fee. **NO EXCEPTIONS.**
- 13. A substitute call list is being compiled for the benefit of families unable to attend their bingo night and would rather pay a substitute \$50 instead of paying the school \$100 for a \*non-compliance fee. Hiring and paying a substitute **IS NOT** handled through the school office. This is completely the responsibility of the volunteer. If you would like to be placed on the Substitute Call List – call the office. Remember: if your substitute fails to sign in/out next your name, you will be assessed a \*non-compliance fee.
- 14. Do not telephone the Bingo manager, the rectory or the school office regarding substitutions.

**OTHER**

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

**\*NON-COMPLIANCE FEE**

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

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

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

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

Revised 16-17



**APPENDIX XVI – PARENT VOLUNTEER**

**VOLUNTEER AGREEMENT**

Volunteer Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ [street] \_\_\_\_\_ [city, state, zip code]  
 Phone: \_\_\_\_\_ [home] \_\_\_\_\_ [cell] \_\_\_\_\_ [email]  
 Parish/School: Beatitudes of Our Lord City: \_\_\_\_\_  
 Activity: Any school event and/or activity Date(s) of Activity: 2018-19 School Year

1. I wish to participate as a volunteer in the activity described above. Check the applicable category below.
  - I am not an employee of the parish/school. I understand and agree that I will not be paid for my volunteer service. I have not been promised and do not expect any compensation in any form.
  - I am a parent/guardian of a student who is enrolled at the school. I understand that I am expected to provide service hours to the school. I understand and agree that I will not be paid for my service hours and that I have not been promised and am not entitled to any other kind of compensation for my services.
  - I am an employee of the parish/school. I choose to participate in this activity; this is not a result of any suggestion or direction from the parish/school. My volunteer service is not related to the work I ordinarily do for the parish/school. I will not be paid for volunteering and am not entitled to any other kind of compensation.
2. I understand that I can be reimbursed for reasonable expenses I may have in carrying out my volunteer activity, provided that those expenses have been approved ahead of time by the person in charge of the activity.
3. I agree that I shall act only at the direction of the person in charge of the activity in which I participate, and that my duties and responsibilities are limited to those duties and responsibilities that I am given by the person in charge. Except if I am given permission by the person in charge, I may not represent to anyone that I am acting on behalf of the parish/school or that I represent the parish/school.
4. I understand that the volunteer activity may involve physical activity such as:  
 \_\_\_\_\_
5. I am physically and mentally able to perform the volunteer activity. If I have any limitations, I promise to inform the person in charge. I agree to assume any risks that may arise from my participation in the volunteer activity. I understand and agree that if I am injured, I am not covered by workers' compensation insurance.
6. I agree to abide by the policies and procedures of the Archdiocese and the parish/school in order to provide a caring, safe, educational, and charitable environment for all who give and receive services. I will keep confidential any personal, private information I may acquire, especially information about students, families and parish/school personnel.
7. I agree that my work and I may be photographed, filmed, taped or recorded while performing my volunteer service. I understand and agree that I will not be paid or receive any other kind of compensation for the reproduction of my image, voice or work.

I have received, read and understood this Volunteer Agreement. If I have any questions about this Agreement or any of the parish/school policies and procedures, I can ask the person in charge.

VOLUNTEER SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



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

## PARENTAL/GUARDIAN’S PERMISSION FOR ACCESS TO THE INTERNET

A safe environment for all members of the community should be the hallmark of Catholic locations that engage in electronic communications. This is accomplished, in part, by fostering a climate based on Gospel values that emphasizes the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal.

This policy applies to all communications, attachments or depictions through email, text messages, social media or website postings, whether they occur on the location’s network or through private communications, which:

- (1) threaten, libel, slander, malign, disparage, harass or embarrass members of the community;
- (2) are of a sexual nature; or
- (3) in the discretion of the person in charge cause harm to the location or their communities (“Inappropriate Electronic Conduct”).

Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences. The school principal (for school matters), the pastor, priest administrator or parish life director (for parish activities) or the person in charge (for other locations) shall investigate and act upon all reported or observed instances of Inappropriate Electronic Conduct.

Students, parents/guardians, members of the location staff and volunteers are expected to report promptly to the person in charge all suspected or observed instances of Inappropriate Electronic Conduct.

The location at any time may add additional rules and restrictions. The location has the right to monitor all use of electronic communications as set forth in the [Archdiocesan Acceptable Use and Responsibility Policy for Electronic Communications \(“Archdiocesan AUP”\)](#).

I hereby release **Beatitudes of Our Lord School**  
and the Roman Catholic Archdiocese of Los Angeles, its personnel and any other 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 internet, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding Inappropriate Electronic Conduct. I will emphasize to my child the importance of following the rules for personal safety.



As the parent/guardian of this student, I have read the Archdiocesan Acceptable Use and Responsibility Policy for Electronic Communications and any supplemental local policy, if applicable. I hereby give my permission for my child to use the internet, subject to those policies and will not hold Beatitudes of Our Lord School or the Roman Catholic Archdiocese of Los Angeles liable as a result of my child's use of the internet on school premises. I understand that my child has agreed not to access inappropriate material on the internet.

Name(s) of Child(ren):

\_\_\_\_\_

Parent/Guardian Name:

\_\_\_\_\_

Parent/Guardian Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

[A COPY OF ARCHDIOCESAN AUP can be accessed at http://handbook.la-archdiocese.org/chapter-10/section-10-3](http://handbook.la-archdiocese.org/chapter-10/section-10-3)



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

**PARENT/GUARDIAN RELEASE FOR STUDENT OR MINOR  
(NONCOMMERCIAL)**

**This section to be completed by the Archdiocesan entity Beatitudes of Our Lord**

**School : Name of Location: BEATITUDES OF OUR LORD SCHOOL**

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:**

**All Classroom, School, Yearbook, Extra Curricular Activities, and Events.**

Marking "no" will eliminate your child's work/projects from being displayed in classrooms and your child will not be included in the yearbook.

**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.

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:





