

# Our Lady of Loretto Elementary

258 N. Union Avenue, Los Angeles, CA, 90026 Tel. No. 213.483.5251 Fax No. 213.483.6709

- Parent- Student Handbook  
(Revised 2016)
- School Year 2016 - 2017 CALENDAR



- NCEA, National Catholic Educators Association
- Department of Catholic Schools, Archdiocese of Los Angeles
- WCEA, Western Catholic Educators' Association / WASC, Western Association of Schools and Colleges – FULLY ACCREDITED from 2011 through 2017.
  - Catholic Schools Light the Way
  - State of California Department of Education – CONTENT STANDARDS-BASED EDUCATION!



*"Everything I need to know about my Loretto education is here..!"*

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## A. GENERAL INFORMATION

### A.1. Statement of the School Philosophy and Mission

#### PHILOSOPHY, GOALS AND OBJECTIVES

*Revised August 2015*

#### School Philosophy and Mission

#### Our Lady of Loretto's Statement of Philosophy

*We believe that Our Lady of Loretto School is part of the continuing, rich tradition of the Catholic Church to support families in this important ministry of raising children. Like Jesus, we put children in the center of our service. We prepare children to develop important educational skills.*

*We bring to life our Christian traditions and beliefs. We provide a safe, nurturing environment. We recognize the trust of our parents put in us. We welcome children and their families of different Christian traditions and other religious faiths. We support vocations and the foreign missions.*

*Creating for the future Outstanding ~ Loyal ~ Leaders*

#### Mission Statement

We the Administration, Faculty, and Staff believe that every student deserves equal opportunity and access to the common knowledge by teaching the students the discipline of the required common core standard curriculum and continuing to work with their spiritual growth.

We take pride in our Loretto family setting an example of a role-model. Which emphasize strong Christian values in today's diverse multicultural society.

## **Student Stewardship/Religious Growth**

Students of Our Lady of Loretto are connected to a variety of activities during the school year, that help with their spiritual, moral/character, and academic development. These activities encourage full participation of the student body to use their talents, skills, creativity and time to be a part of the preparation and actual experience. The teacher's role in these activities is to help facilitate and generate enthusiasm and foster school pride by encouraging a sense of spirit and camaraderie in the students. These activities are the following:

**Religious Activities**-When working together in different activities, every effort is made to heighten the student's awareness that everything he or she does is for God, society, family, school, friends, and him or herself and that he/she should act in a Christian manner in all activities that are structured to initiate the students into Christian service.

**Sports Activities**-These activities are either competitive with other schools or are group activities in which students interact with other students. This helps to foster respect and self-esteem in a sports-like manner at all times, as the students are the representatives of a religious organization, the school, and the community. It also provides an opportunity for social responsibility outside the home, school and friends.

**Academic and Enrichment Activities**-Activities such as these are to foster self-discipline and social responsibility as they focus on their intellectual growth. Students realize that in order to study, they must take extra effort to give up valuable free time for a good purpose and must budget their time between school, work, responsibilities at home and free time. Teachers monitor the student's grades and activities to ensure that the academic performance is maintained.

**Special Events Activities**-The development of social awareness, social responsibility, self-discipline and Christian attitudes are what these activities do to help the students of Our Lady of Loretto demonstrate respect for persons of diverse backgrounds and abilities.

**Aesthetic Activities**- To help discover hidden talents, strengths and interests, that have heightened self-esteem, growth in self-respect as well as for others and achieve according to the students' abilities. The activities also help in letting the students use their gifts and talents individually and collaboratively in Christian service to others.

**Community Service Activities**- The students have to make decisions to commit to and develop a social responsibility along with Christian attitude of becoming a servant for others.

**Civic Activities**- These are activities that allow the students with strong leadership potentials to be in-charge over a long period of time. Other activities also require students to have a short-term leadership position such as classroom officers, classroom representatives, school officers and school safeties. Activities like these, foster effective means of developing leadership, a sense of responsibility and good citizenship among students.

### **Religious Services**

- Students of Our Lady of Loretto have the opportunity to receive Holy Eucharist on a Sunday of each month for the celebration of a Family Mass.
- Students and their families have the opportunity to attend "weekly" Mass at 10:30am every Wednesday. This is to instill the Catholic value of the Eucharistic Liturgy.
- Recitation of school morning prayers, classroom prayers and in appropriate times throughout the day for special intentions.

- Special Liturgies for special events such as the Anniversaries of Our Lady of Loretto, Our Lady of Guadalupe, May Crowning, etc.
- Scheduled confessions to receive the Sacrament of Reconciliation for grades 3-8.
- During Lent, students participate in the Stations of the Cross for the whole school.
- Retreats for 2<sup>nd</sup> and 8<sup>th</sup> graders.
- Training of Altar Servers is open to boys and girls from grades 3 through 8<sup>th</sup>.

### **Christian Service Projects / Character Formation**

- Holy Childhood Association – donations for less fortunate children in the developing countries
- Collections for Missions for aid in disaster areas
- Donation of canned goods and toys to the Good Shepherd Shelter for Homeless Women and Children
- Donations of toys, socks and blankets for the less privileged children
- Hygiene Drive (soap, toothpaste, etc.) to be donated for the less fortunate
- A sharing of donated monies to “Together In Mission” campaign

### **Academic Services**

- Title I, Title III and Title V- Student’s Reading Skills Improvement Grant/Improving Area Achievement in the area of Language Arts. Donation of books for all grade levels
- Writing-To-Read Program – Open to students in grades K-1, to help in the areas of reading
- Voyages Reading First Program for Kinder through 3<sup>rd</sup> Grade Classes
- Departmentalized Approach in 3<sup>rd</sup> through 8<sup>th</sup> Grade making our school a high school preparatory

## **A.2. Code of Christian Conduct**

### **CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS**

The students’ interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their children.

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

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

Parents/guardians are expected to work courteously and cooperatively with the school to assist the 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.

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

- Any parent/guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.
- These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning.

### **A.3. School, Organization, Staff Roles and Responsibilities**

#### **Faculty and Staff Responsibilities SY 2016-2017**

Pastor	Fr. Hieu Tran
Principal & WASC and Curriculum Coordinator	Mrs. Nivia Aldrete-Brito
Religion Coordinator	Ms. Bertha Martin
Language Coordinator	Ms.
Mathematics Coordinator	Dr. Lisa Zamora
STARIOWA Achievement Test Coordinator	Dr. Lisa Zamora
Student Council Coordinator	
Writing To Read Program Coordinator	Kindergarten through 3 <sup>rd</sup> Gr. Teachers
Computer Lab Coordinator	Alejandro Aldrete (volunteer)
Physical Education Coordinator	Mr. Freddy Moreno
Science Coordinator	Ms Kathleen Turner
Liturgical Celebrations	Mrs. Aldrete-Brito & Mr. Miguel Solis
FHC, First Holy Communion Coordinators	Mrs. Susanna Tolivar and Mrs. Martha Mendoza
Social Studies Coordinator	Mr. Miguel Solis
After School Daycare Homework Assistance	Miss Karina Dominguez and Miss Kathleen Turner
Before school	
Yard Supervisors	Mrs. Yolanda Cruz (Day Care)  Mrs. Martha Mendoza  Mrs. Angelica Moreno
Food Service Supervisor	Mrs. Karina Rodriguez
Custodian	Mrs. Yolanda Cruz
Office Secretary/Parish DRE	Mrs. Martha Mendoza
Bookkeeper	Mrs. Silvia Pichardo
Title I Coordinator	Mrs. Cathie Ono

### **A.4. Relationship of School to Parish**

The affiliation between the parish church and the local Catholic school is a vital one. It is a relationship that requires the interest and good will of both the local pastor and the principal and teachers of the school. Similarly, in order to be really effective, this connection between the church and the school also entails the participation of the parents. Without their support and concern in the religious formation of their children, the work of either the school or the parish or even both together lacks a significant element. The activity of the parents, school and parish in the religious formation of children are interrelated. They work hand in hand to form a holistic experience for the child.

All settings whether it is home, school and parish, all contribute in exceptional ways to the formation, learning and celebration of a child's life of belief and devotion to God through the life and teachings of Jesus Christ and the Blessed Virgin Mother. But it is only when all three of these settings are working collaboratively that the child is fully involved in an environment that will foster and liven up his or her life of faith.

There are many ways in which the parents, parish and school can work together to enhance the faith life of the children. One of these ways involves the preparation of the children for sacraments. Another is in the celebration of the Eucharist together at various times during the liturgical year. It is indeed a partnership to make the faith experience of a child to happen. At Our Lady of Loretto, there is a great blessing of having a very positive and dynamic relationship with the school and with the parents of the children who attend school. The principal and staff of the school are particularly encouraging and supportive and they take their role, not only as classroom teachers but as religious educators primarily.

Both parish and school over the past years have worked closely together to enhance the religious formation of the children and to engage the parents in this process in new and resourceful ways. This groundwork provides great expectation for the future and for the ongoing formation of our children in the ways of faith.

### **A.5 Consultative School Boards & Parent -Teacher Organization**

#### **CONSULTATIVE SCHOOL BOARDS AND PARENT ORGANIZATIONS**

##### **The Parent Teacher Organization Board/Consultative School Board**

**As of September of 2013-2014 both The Parent Teacher Organization Board/School Consultative School Board were consolidated to form one strong board. This was voted upon by the PTO and pastor, and principal in September of 2014 meeting, when the new administration was forced to restructure its purpose for a better outcome for the school and parish. It was also voted that the President, Vice President, and Treasure would carry a four(4) year term unless the principal would see fit for change or the said officers were unable to complete their functions. Also, allowing a second term for reelection thereafter.**

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

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

Financial operation of a parent teacher organization shall be governed by the regulations for financial operations as found in the Parent Teacher Organization Bylaws (see Administrative Handbook). There is to be NO

separate bank account for the PTO/SCB. Being made accountable for the school to maintain proper records and financial reports of any funds coming in.

Under Canon Law and Archdiocesan guidelines (see Administrative Handbook for Bylaws), the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998).

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

## **A.6 School Personnel**

Rev. Anh-Tuan Nguyn	Administrator
Mrs. Nivia Aldrete-Brito	Principal
Mrs. Yaneth Polanco	TK/Kinder Teacher
Mrs. Angelica Moreno	TK Associate Teacher
Ms. Bertha Martin	1 <sup>st</sup> Grade Teacher
Ms. Amy Lodevico	2 <sup>nd</sup> Grade Teacher /VP
Mrs. Unica Nino	3 <sup>rd</sup> Grade Teacher
Mrs. Gail Wilson	4 <sup>th</sup> Grade Teacher
Mr. Marcos Barceló	5 <sup>th</sup> Grade Teacher
Ms. Cynthia Ruiz	6 <sup>th</sup> Grade Homeroom Teacher
Ms. Kathleen Turner	7 <sup>th</sup> Grade Homeroom Teacher
Ms. Melissa Muñoz	8 <sup>th</sup> Grade Homeroom Teacher
Mrs. Martha Mendoza	Secretary/Staff Supervisor
Mrs. Yolanda Cruz	Custodian
Mrs. Karina Rodriguez	Food Services/clerical
Mrs. Brenda Benitez	Yard Supervision & After School Care
Mrs. Rosa Verduzco	Assistant Custodian/Yard Duty
Ms. Jessica Hernandez	TK Aide/After School Daycare
Ms. Maricela Cedano	Title 1 Services

### **A.7 Schoolwide Learning Expectations (SLE's)**

Our Lady of Loretto Students are...

**Active Christians** who...

- have a basic knowledge of the teachings of the Church
- participate in shared liturgical celebrations
- promote Christian values- compassion, tolerance, justice, and respect for the dignity of life and other virtues exhibited by Jesus; the Virgin and the lives of saints
- serve and help others in their daily life
- have the ability to make good moral choices based on Catholic faith

**Responsible Citizens** who...

- take responsibility for their actions
- actively involved in the larger community
- understand the basic civic responsibilities of a citizen (voting, following community and parish rules, etc.)
- appreciate and understand our multi-cultural society
- resolve conflicts peacefully

**Cooperative/ Collaborative Workers** who...

- recognize differing points of view
- possess leadership abilities and make the most of them
- create and carry out effective goals with others
- know his/her community, civic, parish, school, family

**Self-evaluators and Problem-solvers** who...

- propose, set and work toward goals effectively
- appreciate accomplishment and strive to attain high standards
- think critically and produce quality results
- possess a strong sense of self
- work independently and collaboratively to create solutions

**Lifelong Learners** who...

- exhibit curiosity and enthusiasm for learning
- establish a strong foundation in the basics of all subjects
- make use of technology for learning and communication
- show an awareness and an appreciation for the arts
- develop a continuing curiosity for learning
- are self-starters and self-directing.

## A.8 History of the School

Our Lady of Loretto Elementary was first opened in September 1911, in a building one block from its present site along North Union Avenue, Los Angeles, California.

The true meaning of Our Lady of Loretto is Our Lady of the Home. Every image of Our Lady of Loretto is associated with the House of Nazareth, home of Mary, the Blessed Virgin. The House of Nazareth is the symbol of protection for the homes of all Christians.

**1911** – The year when Our Lady of Loretto Elementary was established by the Irish sisters, the Sisters of the Presentation. The school, at the heart of Echo Park, opened its doors to all those families who wished to entrust their children to learn academically, grow in spirit, practice the Catholic faith, be of service to his / her family, God, and others.

In August 1921, the Sisters of the Presentation took over the staffing. A six-classroom building was constructed at the present location. The Sisters' vision for the students was to go where they were needed and to serve in a variety of ministries. The Sisters of the Presentation preached through their lives and worked as missionaries and educators.

They collaborated with others and used resources of contemporary culture to further the Church's mission. In a spirit of joyful hope, they strived for the fulfillment of God's reign of truth and life, of holiness and grace, of justice, love and peace through the diverse experiences provided for the students.

In August 1974, due to personnel shortage, the Sisters of the Presentation withdrew from the school.

In September 1974, the Eucharistic Missionary Sisters took over the administration of the school with Miss Flavia Lopez as the new principal. Working closely with the administration of Miss Flavia Lopez were Miss Hermelinda Oliveros, Vice-Principal and Miss Maria Concepcion Castillo, Religion Coordinator. The Eucharistic Missionary Sisters established a strong foundation of discipline and religious values, which better prepared the students for the future.

In September 1977, Our Lady of Loretto Elementary added the 7<sup>th</sup> grade and in the following year, the school set up an eighth grade program.

In September 1980, a kindergarten class was added. It was now a complete Kindergarten through Eighth grade elementary school ready to serve the needs of the community.

A lay faculty has staffed Our Lady of Loretto since 1985. In June 2003, after 28 years of service, Miss Flavia Lopez retired as a school principal.

In September 2003, Miss Fidela B. Suelto, Principal, Mrs. Isabel Igoa Kuhn, Vice-Principal and Mr. Miguel A. Solis, Religion Coordinator, assumed the new administration and leadership of the school and officially began spearheading structural and curriculum changes that were necessary to update the school.

The new administration has worked closely with the vision of Fr. Walter Miller and Fr. Eamonn Donnelly of the Divine Word Missionaries. Fr. Richard Casillas, SVD came in as the church pastor in January 2004. The Divine Word Missionaries, founded by St. Arnold Janssen, is a religious order that has been given the opportunity by the Archdiocese of Los Angeles to be the mandate of the Order's mission. The Divine Word Missionaries work first and foremost where the Gospel has not been preached or heard, where the local church and school cannot survive or grow without the help of missionaries. The missionary community brings the

Christian message to some of the poorest and most remote areas in the world. The needs of the local churches were Divine Word Missionaries and their service has become vast and diverse. From operating large universities, colleges and seminaries, to staffing hospitals, clinics and specialized communities to care for lepers, to running trade schools and shelters for street kids, to assisting local communities in building chapels - Divine Word Missionaries serve the poorest parishes in large cities of the developing world, and one of them is Our Lady of Loretto Elementary. The Divine Word Missionaries make the school and its parishioners aware that we are a community of Jesus' disciples, united in His love and sent by Him to all peoples. They emphasize that the profound needs of all peoples, cultures and races. The Church must be a community that extends a welcome to all people, building a unity that protects and appreciates the richness of diversity.

In September 2011, Mrs. Michelle Sarmiento, Principal, Vice-Principal Lisa Zamora and Mr. Miguel A. Solis, Religion Coordinator, assumed the new administration and leadership of the school and officially began spearheading structural and curriculum changes that were necessary to update the school. With this change, also the ADLA took over the parish making the Diocesan priest to take over Archdiocesan in 2012

In September 2013, Our Lady of Loretto had a new administration lead by the new principal Mrs. Nivia Aldrete-Brito, Vice-Principal Lisa Zamora. Later in the September 2013, new Vice-Principal Amy Lodevico was added to the school new leadership .

In September 2014, the PTO/SBC created a school website with it's own domain [www.ourladyofloretto.org](http://www.ourladyofloretto.org). Alongside, facebook account for parents and alumni's was also created. The PTO/SBC also created the parish website in December of 2014. Both were created by Mr. & Mrs Gegavine active parents and owner of

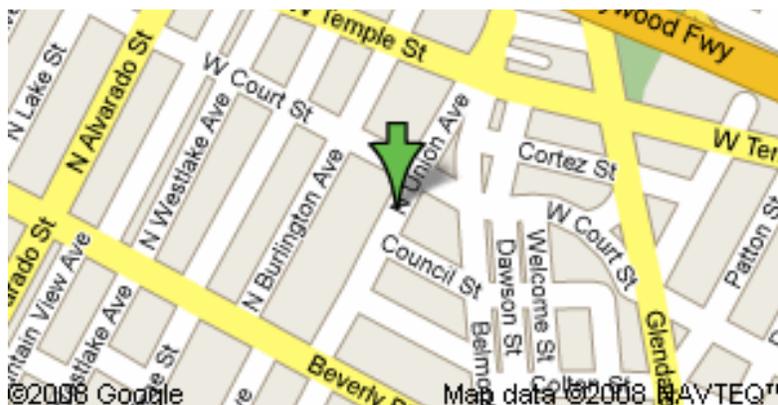
The school is at 258 North Union Avenue, Los Angeles, California, 90026. It continues to spread the Good News by keeping up with a quality education that surrounding communities seek. Our Lady of Loretto believes that a strong Christian education is an advantage for life. It provides not only a strong foundation in academics, but it instills in its students the religious values that are essential in our society today. To assist families in their finances, the school continues to offer scholarships such as CEF, the Catholic Education Foundation.

Over the years, the involvement of parents and alumni has evolved to include not only financial support, but also active participation in the many school programs that Our Lady of Loretto offers. The programs include parent-teacher organizations as well as academic and extra-curricular activities.

The school and the church have worked closely in the development of the students' faith through a strong religion program that promotes living up the Gospel's calling, message, community, worship and social concern.

Many generations of students have passed through the doors of Our Lady of Loretto elementary. The administration, faculty and staff of the school hope that many of these generations if not all, received the Christian philosophy and strong fundamentals in their elementary education to further the cause of the Blessed Mary, Mother of God, Our Lady of Loretto.

## A.9 School Map, Mascot, Logo, Song & Pledge



### **Our Lady of Loretto Elementary**

258 North Union Avenue

Los Angeles, CA 90026

Tel. (213) 483-5251

Website: [www.Ourladyofloretto.org](http://www.Ourladyofloretto.org)

**Administrator: Fr. Anh-Tuan Nguyen**

**Principal: Mrs. Nivia Aldrete-Brito**

The **Dove** - This is a pure white bird used as a symbol of innocence, gentleness, tenderness and peace. It is a symbol for the Holy Spirit. For the students of Loretto to carry this mascot, comes a unique responsibility of advocating peace or a conciliatory national attitude.

### **Our Lady of Loretto School Logo**

A school logo's design is for Loretto's immediate recognition, inspiring trust, admiration, loyalty and uniqueness. The logo is one aspect of a school's academic entity. Together with its shapes, colors, fonts, and images, Loretto becomes different from among other schools to identify the organization through its charism, vision, mission and year of establishment.



**Circle** – a compass, the basis of a wheel, a community, the circular shape shows divinity and there is something intrinsic within.

**Window** – An opening that allows a passage of light and air within; an opening through the school’s teaching and imparting of values, wisdom, faith and practice.

**Cross** - One of the most ancient human symbols and is used by many religions, such as Christianity. It is a representation of the union of the concepts of divinity and the world through the crucified Lord Jesus Christ on the Cross, also the Master Teacher.

**Lighted Torch and the Book Underneath** - A torch is a source of Light. It is carried in relay by cross-country runners as used to light the Olympic flame which burns without interruption. The book symbolizes a source of academic wisdom through various references used for studying, such as the Bible to understand the Catholic history through scriptures and verses.

**Dove** – This is the school’s mascot and in mainstreaming with the teachings of Christianity, the Holy Spirit is one of the three entities of the Holy Trinity which make up the single substance of God through the Spirit in concert with and shares an essential nature with God the Father and God the Son.

**Scale of Justice** - Each person is to have an equal right to the most extensive total system of equal basic liberties compatible with a similar system of liberty for all. Fairness is exercised by all in a school setting.

**Laurels** -In the Bible, the sweet-bay leaf is often an emblem of prosperity and fame. In Christianity it is said to symbolize the Resurrection of Christ and the triumph of Humanity ever since.

**White and Blue** – The colors of the school. White is the color of light and represents purity and cleanliness. Blue is the color of God's Glory. Staring at this colour aids in meditation, bringing us a glimpse of the "pavement of sapphire, like the very sky for purity," which is a likeness of the Throne of God.

## Our Sports Mascot Loretto Warriors



The wings of an angel represent the courage of guardian angels; to be honest and fair. The shield with the cross represents God first before us to protect from any harm or danger.

**1911** – The year when Our Lady of Loretto Elementary was established by the Irish sisters, the Sisters of the Presentation. The school, at the heart of Echo Park, opened its doors to all those families who wished to entrust their children to learn academically, grow in spirit, practice the Catholic faith, be of service to his / her family, God, and others.

## **Our Lady of Loretto School Song**

### **LORETTO HYMN**

#### **(Alma Mater Song)**

- I. We take pride in our Loretto family  
Day by day we show this immense unity  
With meaningful colors of white and blue  
There is always a bond between me and you.**
  
- II. To dear Loret's alma mater.  
We revere the Virgin as our mother  
We praise her Son, Jesus Christ  
Who takes us all to greater heights!**
  
- III. For God and country, this glory we reap  
With good works and values our whole life to keep  
In Christian virtues, we, strongly believe  
Its graces and blessings we're bound to receive.**
  
- IV. This school is one true community  
That celebrates great diversity  
In friendship and solidarity we all know  
It is only at Our Lady of Loretto!**

*Date Composed: April 2004*

*Lyrics by: Fidela B. Suelto, Isabel Igoa Kuhn & Miguel A. Solis*

*Melody by: Cristopher Avendano*

**SCHOOL PLEDGE**

I, \_\_\_\_\_, a member of Loretto's graduating class,

Pledge to live the mission and the ideals of this school.

I wish to maximize the talents,

the potentials and the wisdom,

that my beloved parents, dedicated teachers and the Supreme God

have bestowed upon me;

So that I may have the courage to move on;

the humility to achieve;

the generosity to help;

the understanding to be just;

And most importantly, the willingness to serve

my God and my fellowmen.

## A.10 School Schedule and Calendar

### DAILY SCHEDULE

7:50 a.m. – 3:15 p.m.	DAILY - School Schedule from Mondays through Fridays except on Fridays
7:50 8:00 a.m.	Morning Assembly at the Upper-Quad or Auditorium
8:00-8:15 p.m.	Schoolwide Bellwork
8:15 – 9:40 a.m.	Academic Subjects for the LOWER GRADES
8:15 – 10:10 a.m.	Academic Subjects for the UPPER GRADES
9:40-10:00 a.m.	Recess for LOWER GRADES
10:10 – 10:30 a.m.	Recess for UPPER GRADES
10:00 – 11:30 am.	Academic Subjects for the LOWER GRADES
10:30 – 12:15 pm	Academic Subjects for the UPPER GRADES
11:30 a.m. – 12:00 pm	Lunch for the LOWER GRADES
12:15 p.m.– 1:45 p.m.	Lunch for the UPPER GRADES
12:00 p.m. – 3:15 p.m.	Academic Subjects for the LOWER GRADES
12:50 p.m. – 3:15 p.m.	Academic Subjects for the UPPER GRADES
3:30 – 4:30 p.m.	Mondays through Thursdays – ACADEMIC TUTORING
3:30 – 4:30 p.m.	DAILY - Extra-Curricular Activities
3:30 – 6:00 p.m.	DAILY - EXTENDED DAY CARE PROGRAM
12:30 – 3:30 pm	FRIDAYS ONLY – Faculty Meeting
	P.E. Teacher’s rotate (Time for level-planning)

**Note: Please refer to the enclosed School Calendar detailing the Present School Year activities, dates and other pertinent information. Log-on to your SchoolSpeak account of latest calendar updates.**

### RAINY DAYS

On rainy days, all the students upon their arrival to school will assemble in the auditorium under supervision of yard supervisors. Teachers will pick their students up at the school bell. On rainy days students are not to be marked tardy.

### RECESS and LUNCH PERIODS

**In the event of a rainy day, recess and lunch periods are held in the Auditorium.** As listed above split kept in the same group format of lower grades and upper grade recess and lunch. Students are supervised at all times by qualified Virtus staff/volunteers. Teachers will pick their class from the auditorium at the bell.

**NOTE:** Students are to remain at the tables by classes and are not allowed to play. At the end of lunch, teachers will pick the students up.

## A.11 Zero Tolerance / Safe Environment

### ARCHDIOCESE OF LOS ANGELES "ZERO TOLERANCE POLICY"

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

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

Any parent or guardian who is a registered sex offender must contact the principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy.

As members of the Archdiocese of Los Angeles community, we want to assure that we are in compliance with both Megan's Law and our "Zero Tolerance Policy."

### SAFE ENVIRONMENT TRAINING FOR CHILDREN AND YOUTH

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

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

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

The Archdiocesan Office of Safeguard the Children will work with principals at the schools and Directors of Religious Education in the parishes to establish these programs. During the 2007-2008 year, training is expected to reach most of the children in the Archdiocese of Los Angeles. Questions concerning this program can be forwarded to Sister Mary Elizabeth Galt, B.V.M., Chancellor, Coordinator of Children's Programs at 213 637 7460.

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

*Revised August 20, 2007*

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

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

## **BOUNDARY GUIDELINES FOR JUNIOR HIGH AND HIGH SCHOOL YOUTH WORKING OR VOLUNTEERING WITH CHILDREN OR YOUTH**

*Revised August 20, 2007*

To ensure the safety of the children in the Archdiocese of Los Angeles, all youth volunteers, both junior high 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 that 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 any action inconsistent with or failure to take action mandated by this Code of Conduct may result in my removal from my volunteer or work assignment.

As a student volunteer I will:

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

As a Student Volunteer I will not:

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

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

We, the undersigned, have read and understand the Archdiocese of Los Angeles *Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth* and will abide by them at all times. We also understand and agree the parent/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 or guardian.

Print Name of Youth: \_\_\_\_\_

Work or Volunteer Position: \_\_\_\_\_

School or Parish: \_\_\_\_\_

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

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

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

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

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

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

### **Our Lady of Loretto's LIST OF GUIDELINES for SAFEGUARDING the CHILDREN**

## **Safeguarding the Children**

Faculty, Staff, Parents and School Volunteers, in understanding their respective duties and responsibilities under state law and archdiocesan regulations, must be aware and must follow the guidelines to safeguard all students during hours of school operations at ALL TIMES. Continuing education, certification and application of well-defined rules for application must be done to ensure understanding and practice for the SAFETY of the CHILDREN.

Adults in school bear a responsibility to protect our children, keep them safe, and give them a chance to live happy, fulfilling lives (*2003 Child Abuse Prevention Book*).

We re-affirm our deep commitment to creating a safe environment within the Church for children and youth. We, who have been given the responsibility of shepherding God's people, will, with his help and in full collaboration with all the faithful, continue to work to restore the bonds of trust that unite us (*2005 Charter for the Protection of Children and Young People*.)

## **A List of Guidelines**

### **1. Faculty and Staff must always supervise the students inside and outside the classroom when school activities are in operation.**

- (a) No student(s) will be left alone in the classroom or by the playground.
- (b) All faculty and staff must always focus their attention on the students being supervised. The faculty and staff should not be engaged in other activities that would limit their concentration on supervision.
- (c) No visitors, relatives, friends must be entertained during the time when students are being supervised.
- (d) All Adult supervisors must need to see students even if the students are working outside of the classrooms, e.g. group dynamics.
- (e) Teachers must strictly serve assigned YARD DUTY schedule.
- (f) Teachers must remain in their classrooms at all times, unless a personal emergency takes place, the teacher notifies adjacent teacher for brief supervision.
- (g) Supervisors will identify for the children the specific areas for eating, playing and resting.
- (h) Students involved in the sports programs or any other extra-curricular activities during non-school days and off-premises events e.g. *Academic Decathlon, Yearbook Committee, Student Council, Choir, Sports, etc.* must be supervised.
- (i). Unused rooms must be kept locked at all times.
- (j). Administration assigns Staff to watch over children during *PTO Back-to-School Orientation Night, Class Parent Representatives' Meeting, etc.*

### **2. Parents must supervise their children as soon as their presence is observed within the school premises like drop-off, pick-up and during school events.**

- (a) Parents must not leave their child(ren) unattended. Parents must bring their children to the designated waiting areas, e.g., Lower Quadrangle before the morning assembly.
- (b) Parents must show cooperation by filling out forms on how students are to be picked up from school.
- (c) Parents are highly encouraged to accompany their children who are student athletes / extra-curricular activities during non-school days and off-premises events e.g. *Academic Decathlon, Yearbook Committee, Student Council, Choir, Sports, Carnival, October Fest, etc.*
- (d) Students and Parents will be informed of the Good Touch/Bad Touch program for continuous awareness.

### **3. ALL Faculty and Staff must go through the Child Safety Programs (VIRTUS Training and the Good Touch/Bad Touch Program) used by our school and a special emphasis be placed on the awareness and use of Five (5) Steps to Safety.**

**PART One: A Time to Protect God's Children (Staff must be made aware of...)**

- Signs of Child Sexual Abuse
- The Methods and Means by which offenders commit abuse.

**PART Two: A Plan to Protect God's Children (Staff must learn...)**

**The FIVE IMPORTANT STEPS to SAFETY are to:**

**(1) Know the Warning Signs**

- All adult supervisors must know the boundary line between appropriate and inappropriate behavior.

**(2) Control Access**

- Faculty, Staff, Volunteers must be finger-printed and must sign the Child Abuse Reporting Mandate Form & the Acknowledgement of Receipt of Guidelines for Adults Interacting with Minors at Parish/School Activities or Events

**(3) Monitor all Programs**

- All programs for children are supervised by an adult.

**(4) Be Aware.**

- Watch out for signs in the children through their way of dressing, hygiene and moods. A healthy suspicion has to be in and among kids. Any kind of abuse must be prevented.

**(5) Communicate your concerns.**

- Any concerns or issues must be relayed and handled for proper identification, due process, and structured conversations about allegations. Reporting is an individual responsibility.

**4. The administration will ensure the completion of background checks and required forms for signature from ALL Faculty, Staff, and School Volunteers. As a reference for checklist, followed are:**

- a. Fingerprinting
- b. Child Abuse Report Mandate (Signed Document)
- c. Acknowledgement of Receipt of Guidelines for Adults Interacting with Minors at Parish/School Activities or Events (Signed Document)
- d. Administration's Encoding and Update on VPIN (Volunteer /Personnel Information Network) – a database that enables the church, school and Archdiocese to track the screening, training and assignment history of employees and volunteers to help ensure the safety of our children.
- e. Safe Environment Training for Children and Youth
  - (1) Good Touch / Bad Touch Program
  - (2) VIRTUS Training Touching Safety

## **A.12 Parent/Student Complaint Review Process**

### **PARENT/STUDENT COMPLAINT REVIEW PROCESS**

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

#### **School Level**

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

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

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

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

#### **Department of Catholic Schools Level**

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

## A.13 Parent/Student Policies Agreement FORM



## Our Lady of Loretto Elementary School Parent/Student Policies Agreement Form 2016-2017

### ACCEPTANCE OF PARENT/STUDENT HANDBOOK

Our family has received and read **Our Lady of Loretto Elementary School 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 Handbook.

Father's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print student names and grades:

Student's First Name \_\_\_\_\_ Grade \_\_\_ Student's First Name \_\_\_\_\_ Grade \_\_\_

Student's First Name \_\_\_\_\_ Grade \_\_\_ Student's First Name \_\_\_\_\_ Grade \_\_\_

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

## B. ADMISSION AND ATTENDANCE

### B.14 Guidelines for Admission

#### GUIDELINES FOR ADMISSION

- Preferences shall be given to active members of the parish.
- Under Archdiocesan guidelines for financial considerations, the optimum number of students per classroom is thirty-five (35).
- The recommended age for kindergarten students is five (5) years of age on or before September 1, but required by December 1.
- The recommended age for first grade students is six (6) years of age on or before September 1, but required by December 1, unless waived by the principal.
- 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.

### B.15 Non-Discrimination Policy

#### SCHOOL STUDENT NON-DISCRIMINATION POLICY

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

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

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.

## **B.16 Inclusion Procedures**

### **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: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)”. Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should consult the student’s teacher and principal to determine how best to meet the students needs. Parents or guardians may request the “Disability Discrimination Complaint Review Process” from the principal to address unresolved issues.

#### **B.17 a. Absences, Tardiness & Truancy**

#### **B.17 b. Early Dismissals & Minimum Dismissal Days**

##### **Attendance, Tardiness and Detention**

When a student is absent or tardy, a written excuse dated and signed by the parent should state the reason of absence / tardy, which will be presented to the teacher at his/her entrance/ return to school.

Any student’s parent requesting an early dismissal from school must present a written note to the teacher. The teacher is to send this written request to the office in order to obtain a Release slip from the office.

Absence from school due to help needed at home or help needed at home or help care for children are **ILLEGAL EXCUSES** and will not be honored. Medical / Dental appointments that interfere with school hours must be made.

Student’s absences for a reason other than legitimate illness are illegal and not justified. Therefore, the student will stay in **DETENTION**.

Absence must be reported by the parents or legal guardians by phone on the first day of occurrence.

**ONLY** the time spent in Medical / Dental treatments is called MEDICAL ABSENCE and the child is considered present. Dated slips must be brought from the doctor or dentist stating the time spent in the office.

**FREQUENT ABSENCES OR TARDIES ARE GROUNDS FOR DISCIPLINARY ACTION.**

It is the responsibility of the student to make up for the work missed due to his/her absence (s). Upon his/her return, he/she must inquire about any tests missed when being absent.

A student’s absences do affect his/ her grades.

##### **ABSENCE POLICY**

Exceeding the absence regulation, at the end of the quarter, the student’s record of absences will be reviewed and a possible student’s enrollment may be discontinued.

## TARDINESS

A student is considered Tardy if he/she is not in his/her class line when the school bell rings to enter in to the classrooms. The school bell is at 8:00 a.m. But for assemblies, students must all be present in the yard by 7:50 a.m. Teachers are to report to the Principal in writing those students with excessive tardiness/absences during each school quarter.

If a student comes to school after recess, he/she is marked absent half-day unless an acceptable medical / dental slip is presented.

An accurate record of the tardiness/absences is kept in the Official Pupil Attendance Register.

## TRUANCY

A pupil who is absent from school without a valid excuse more than 3 days in one school year or tardy in excess of 30 minutes on each of four days or more in one year is a truant, and will be reported to the Attendance Office of the local public school district.

A student is considered a habitual truant who has been reported truant two times, and is then subject to dismissal from the school.

## EARLY DISMISSALS

- The regular school day may be shortened for special purposes approved by the Superintendent.
- Regular monthly faculty meetings, whenever necessary
- Special faculty meetings to prepare the Accreditation Report permitted every six years.
- Emergency Faculty meetings permitted under conditions set in Art. 6506.
- On regular EARLY DISMISSAL DAYS, students are dismissed at 1:00 p.m.

## MINIMUM DISMISSAL DAYS

- Regular authorized minimum day is four teaching hours. Dismissal will be at 12:00 Noon. (No Lunch)
- On the Vigil of Holidays such as THANKSGIVING and EASTER VACATION, the school has minimum dismissal days.
- On special occasions such as CHRISTMAS and END-OF-THE-SCHOOL- YEAR MASS, dismissal is promptly after the conclusion of the mass.

## **B.18 Communications Procedures**

### **Communications Procedures**

Concerned parties are to follow the Communication Procedure delineated below. This structure is intended to resolve concerns with the persons and individuals who are closest to the issue or the problem. If there is no motion or resolution, the concerned parties are to proceed to the next level. After communicating with the Staff, the person to contact in the next stage will vary according to the particular issue. If informal attempts and endeavors at resolution are not successful, parties may be asked to state their concerns in formal writing.

1. Concerned Party
2. Staff ( Teacher, Title I Teacher, PE Coach, Computer Instructor, Yard Supervisor, Office Secretary, etc.)
3. Principal
4. Pastor
5. Deanery Supervisor

### **INFORMAL PARENT-TEACHER CONTACTS**

Teachers may contact parents by written brief notes and /or by sending a school Academic Progress Report slip to parents when necessary. Parents are urged to call teachers and set up appointments to discuss your child's progress.

### **FORMAL PARENT-TEACHER CONFERENCES**

These arranged by scheduling an appointment through the school Secretary or directly with the classroom teacher. Parent must not CONFER with their child's teacher between 7:50 am and 3:15 pm. If an emergency occurs, a parent obtains permission at the office.

### **QUARTER REPORT CARDS**

Formal Parent-Teacher conference is held at each designated report card period at the discretion of the teacher or upon parent request to review the student academic achievement and conduct.

Report cards are issued four times a year (Grades K-8). Kindergarten students receive a Progress Report (always available on SchoolSpeak) mid-quarter and the formal Report Card or Electronic view and sign after each quarter. TK receives two formal reports one in December and at end of school year.

Formal mandatory Parent/Teacher Conferences are held as an on needed basis.

This communication is vital for the steady growth of the child. An overall progress in subject areas, results of tests, behavior patterns, and social adjustments to the class and school situations are discussed.

### **DEFICIENCY NOTICE**

Students in danger of failing will receive a Deficiency Notice to inform parents of any academic deficiency displayed by the child as early as it occurs.

## **B.19 Arrival / Dismissal Procedures**

### **Arrival/ Dismissal Procedures**

In the morning, you must walk your child from your car to the P.E. yard or the Lower quadrangle where the students assemble before school begins.

In the afternoon you must pick up your child and walk your child from the P.E. yard to your car.

You must not remain on the school premises accompanying your child until school begins. You will be charged with a fine of \$5.00 if you are advised of the regulation.

School arrivals will be supervised by an authorized adult person, (7:00 a.m.- 8:00 a.m.) Dismissals will not require supervision since children must be picked up upon dismissal. Children, who remain on school premises after 3:00 p.m. will be placed in Extended Care and a fee of \$5.00 will be charged per child in every fraction of an hour that begins at 3:10 p.m. Records of unpaid fee will be kept in the office and added to the monthly tuition if not paid immediately.

## **B.20 Security Procedures (Disaster, Earthquake, Fire, Child Abuse, etc.)**

### **Security Procedures**

#### **A. DISASTER DRILLS**

It is the responsibility of the parents to make sure the school has in file the current and correct address, telephone number, doctor's telephone number, and two other persons who may be contacted in case of an emergency or illness at school when the parents cannot be reached.

EMERGENCY CARDS must be filled out completely on both sides and be kept UP TO DATE.

The school policy concerning about any disaster such as (Earthquakes, fire, pipeline leaks, explosions, and the like) is to dismiss classes and to release the students only to those designated by the parental consent form. By law,, the school will keep the children 72 hours or until the Red Cross assumes responsibility.

In the event of any disaster, the child must be picked up as soon as possible since separation from the parent is very terrifying.

Each child will be under the supervision of his/her teacher.

#### *MEDIDAS EN CASO DE DESASTRE (SPANISH)*

*La poliza de la escuela en caso de algun desastre como; terremoto, fuego, escape de gas, explosiones, etc. es la siguiente:*

*La escuela permitira que su nino/a sea entregado/a solamente a aquellas personas designadas por Uds. En las formas de Emergencia.*

*Las presentes leyes exigen que la escuela se responsabilice por los ninos-72 horas o hasta que la Cruz Roja asuma la responsabilidad.*

*En caso de desastre, recojan a sus hijos/as lo mas pronto posible. La separacion de los padres puede causar en los ninos una experiencia traumatica.*

*Mientras los ninos permanezcan en la escuela estaran bajo el cuidado del maestro/a.*

In case of imminent danger to our school building, it is the responsibility of the administration to assess the condition locally. Should an emergency occur, students will be released only to parents or to the persons whose names are given in the Emergency Cards.

### **EARTHQUAKE PROCEDURES (Code Blue)**

When a disaster simulation occurs, all students and teachers are to:

Stop-Drop-Hold onto desk legs when shaking stops proceed in a line to exit through the main office and upper-quad exit door to assembly in front of the bungalow.

### **FIRE DRILL PROCEDURES (Code Yellow~Repeated constant fire alarm sound)**

When the fire alarm sounds, students proceed quietly out of the classroom in an orderly fashion.

All students are to leave the classroom with their hands along their sides, exiting out through the main doors on Union Avenue and quickly proceed to the lower-quad and assemble..

The School Fire Drills are conducted by the principal 4 times a years.

A written report is filed stating the over-all practice.

Classroom door(s) and windows should be closed.

Students should go back to their classrooms at the command of the teacher.

The teacher must instruct Teacher Aide(s) on this and other disaster emergencies.

### **LOCK-DOWN (Code Red Long Steady fire alarm sound)**

All students/faculty/staff/visitors are to immediately proceed to the auditorium sitting on the floor away from the windows. **PARENTS TAKE NOTE THAT DURING A LOCK-DOWN NO ONE CAN ENTER OR LEAVE THE BUIDLING UNTIL POLICE AUTHORIZES THE RELEASE. CHECK YOUR OLL FACEBOOK AND SCHOOLSPEAK FOR LATEST UPDATES.**

## **CHILD ABUSE**

Under the California Penal Code, Section 11161.5, school personnel are required to report suspected cases of abuse to the local enforcement agency. Penal Code Section 1162, states that any person, firm, or corporation violating the child abuse reporting requirements is guilty of misdemeanor punishable by imprisonment in the county jail for a period not to exceed six months or by a fine of up to \$500.00 or both.

### **B.21 a. Parent / Guardian Right of Visitation**

### **B.21 b. Parent Actions and Attitudes**

### **B.21 c. Recommended Transfer Resulting From Parental Attitude**

## **PARENTS' RIGHTS OF VISITATION AT SCHOOL**

Any parent/guardian to visit his/her child during school hours needs a special permission from the School Principal. In case of a parent who does not have legal custody of his/her child, but who does have right of visitation, a visit is permissible provided the school has not been furnished a legal order prohibiting such a visit. The parent who has custody, must present legal evidence regarding the extent of the other parent's visitation rights. When a parent whose child is in a foster home makes a request to visit with the child at school, the school will inform the agency which was responsible for placing the child in the foster home. All parents, guardians, visitors, must be cleared through the Main Office and sign in prior to being admitted on campus.

## **PARENT ACTIONS AND ATTITUDES**

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 uncooperative or disruptive attitude of parents might so diminish the effectiveness of the education process that continuation of the student in the school may be impossible. (Ed. Code 4481)

Any parent who displays a disrespectful and an aggressive attitude and choose not to cooperate with the school disciplinary measures and refuse to sign any School Disciplinary Slip issued to his her child will be denied; this will depend on the circumstances that surround the case. It will be impossible to reprehend and correct the child without the parent's support.

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

## **RECOMMENDED TRANSFER RESULTING FROM PARENTAL ATTITUDE**

*Under normal circumstances a pupil is not to be deprived of Catholic education on grounds relating to the attitude of parents; nevertheless, it is recognized that a situation could arise in which the uncooperative or destructive attitude of parents might so diminish the effectiveness of the school in acting in loco parentis that continuation of the pupil in school might be impossible in practice. In such a case, it is imperative that the*

*opinion of the principal regarding practical impossibility be sustained from a pastoral viewpoint by the pastor of the parish. The regulations governing recommended transfer would then be applicable.*

## **B.22 Extended School Day Program**

### **Extended School Day Care Program**

Extended day care services are offered from 6:30 a.m.-7:45 a.m. and from 3:30 p.m. to 6:00 p.m.

Smile/Safe Kids Program – Students are provided with a Smile /Safe Kids Identification Card with proper information and instructions on what to do when the child is ever lost.

The school administration undertakes and abides by the directives of the extended care program. Its primary purpose is to offer close supervision for school children. The extended care follows the same school philosophy and goals. The main objective of the extended care program is to offer a service for parents to ensure supervision of their children. Daycare is set at \$7.00 flat rate per day starting after 3:30 p.m.

The Principal provides parents written instruction upon enrollment if a child is to be allowed to walk home, a consent form will be completed.

The Principal is responsible for the recruitment, employment, and if required, the termination of supervising personnel.

The extended care room is in the school hall. The room is a classroom that is well ventilated. It is equipped with a refrigerator, tables, chairs, cabinets for storage, microwave, VCR, telephone, inside / outdoor games, art supplies.

As well- qualified Day Care personnel coordinator and another aide are employed to coordinate the program which functions under the same school guidelines.

The hours for the extended care are from 3:00 to 6:00 p.m. for the afternoon session. During after school hours, the children who attend extended care follow the school Emergency Policy for earthquakes and fire drill.

The children are offered arts and crafts, games and sports activities based on the age groups. Homework is done before participating in activities.

## B.23 Work Permits

### WORK PERMITS

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

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

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

## B.24 Privacy & Access to 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.

## **Directory Information**

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

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

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

## **Verbal/Written Confidences**

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

## **B.25 Transfer of Records**

### **TRANSFER OF RECORDS**

#### **Student Transfers and Graduation**

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

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

Official transcripts are not given to students or parents.

#### **Damaged or Loaned Property**

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 transcripts of a pupil pending payment of certain amounts for damaged property, or the return of loaned property, in accordance with school policy.

## **B.26 Illness and Accident Procedures**

### **Procedures in the Event of a Child Collapsing During School Time**

- (1). A First Aid Certified staff member or teacher immediately attends to the student, administering first aid as needed.
- (2). If the injuries or condition of the student appears to be remotely serious, 911, is immediately called.
- (3). Always fill out an accident reporting form/personal incident form and send it to the appropriate office department.

### **Health Immunization**

All directives regarding immunization issued annually by the State of California should be implemented under the responsibility of the parents.

No student may be unconditionally admitted to school unless he/she has been immunized against poliomyelitis, measles, rubella, mumps, and diphtheria tetanus for first admission to school in California.

A pupil who has been absent from school because of a reportable communicable disease must have a permit issued by the Public Health Department, a physician, or a nurse, before he/she is re-admitted to school.

### **Medications**

Medications shall not be furnished by the school.

Medications of any kind cannot be administered by school personnel without the parent's permission and an appropriate consent form.

If a pupil must have medication during the school day, the pupil or the parent must bring the medication to the main office properly labeled with the child's name, grade, and clear instructions of the medicine to be administered.

### **First Aid**

Only minor and very basic first aid may be administered to students; no secondary treatment, such as changing or removing bandages.

No medication over the counter should be given to students without permission from parents/guardians.

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

## **B.27 Student Insurance**

### **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.

## **C. ACADEMICS AND CO-CURRICULAR ACTIVITIES**

### **C.1 Curriculum Offerings**

#### **CURRICULUM OFFERINGS**

Content standards were designed to encourage the highest achievement of every student, by defining the knowledge, concepts, and skills that students should acquire at each grade level. The State Board of Education (SBE) is the governing and policy-making body of the California Department of Education and the Department of Catholic Schools, Archdiocese of Los Angeles are the two institutions where the curriculum offerings from Kindergarten through 8<sup>th</sup> Grade are governed at Our Lady of Loretto Elementary. The education policies followed comprise the school's areas of standards, instructional materials, assessment, and accountability. State resources on California's ongoing implementation of No Child Left Behind Act of 2001 (NCLB) are availed through the archdiocesan supervisors' efforts.

The academic offerings cover the teaching learning processes and the sound pedagogical principles of Reading, Language, Mathematics, Religion, Science, Social Studies, Computer Education, Music, Art and Physical Education. The appropriate time allotments for the subjects are ensured to provide for the child's development and growth academically, spiritually, socially, emotionally and aesthetically.

Extra-curricular offerings and services such as Academic Tutoring, Sports, Altar Servers' Society, Cheerleading, Latin Dance, Student Council, Academic Decathlon, Children's Choir, Computer Club, etc. that are held after school hours continue to make use of student time while they are still within the school premises. The students get to explore their physical, creative, social, political, and career interests. They try something different to do that may bring them in contact with other students in other grade levels and who share similar interests and curiosity. The students become more involved and engaged in their varied learning experiences.

Our Lady of Loretto Elementary presents as well a faith-filled education that provides for the spiritual development and faith practice of every student. The school is blessed to have so many individuals who have made strong commitments to Catholic education and its mission of teaching the message of Jesus Christ. A major part of the school's total commitment to Catholic education is to immigrant parents who struggle and sacrifice to make sure their child gets off to the best possible start in their new country, the Catholic education community that is united in the belief that every child is a gift, and every child deserves a Catholic education. In so doing, the mission of the school is to offer leadership and service to all of those involved in the ministry of Catholic education.

## **C. 29 Religion Program & Expectations**

### **RELIGION REQUIREMENTS**

It is school policy that all students take the required Religious Studies curriculum and attend religious services and activities, regardless of religious affiliation. Although, they may not take active participation in Catholic practices. In Religion all students are graded on academic performance and Christian attitude based on Christian values and moral rather than on religious affiliation, personal belief or the practice of faith.

### **RETREATS**

Faith development is further enhanced through a one-day retreat, which is scheduled for the First Holy Communion class and for the Graduating class. The retreats are held at the St. Joseph's Retreat House Center at Rosemead.

### **LITURGIES / SPIRITUAL GROWTH**

Our Lady of Loretto functions as a Christian community. Thus, Our Lady of Loretto provides for spiritual enrichment through liturgies, personal and group prayer, Christian service and prayer services, preparation for the sacraments of First Holy Communion, Reconciliation, and Confirmation. Each class has the opportunity to sponsor a mass during the school year by taking an active participation in preparing the liturgy or prayer service under the guidance of the teacher.

Students in grades K-2<sup>nd</sup> develop PRAYER SERVICES on monthly basis. The students rehearse the proper readings, choose the hums, serve the altar, and make prayers of the faithful for the liturgy. Each class is previously scheduled to be in charge of sponsoring a mass in the school year.

### **SACRAMENTS**

Our Lady of Loretto's 2<sup>nd</sup> grade class and those students from upper grades, who have not made their FHC, are especially prepared during the school year to receive the Sacrament of Reconciliation and the Sacrament of First Holy Communion, which are regularly scheduled in May or after Easter.

A Penance Service is prepared prior to the reception of these Sacraments, which are prepared by the 2<sup>nd</sup> Grade Teacher with the collaboration of the Parish Priest or his Associate Priest.

Students from grades 3-8 are invited to take the opportunity to practice the Sacrament of Reconciliation (Confession) on scheduled days by the Parish priests.

The eighth grade class is offered the opportunity to be prepared for the Sacrament of Confirmation. This preparation consists of advancing the immediate instruction for one year out of the (2) years of instruction mandated by the Archbishop. It is the Pastor of Our Lady of Loretto Church or the delegated Religion teacher who carries on this instruction on a weekly basis. Thus, the students have to be enrolled in the Religious Instruction Program at Our Lady of Loretto Parish to complete the 2<sup>nd</sup> year of preparation in their FRESHMEN year, otherwise they will lose this privilege.

## C. 30 Graduation Requirements

### GRADUATION DRESS CODE

Participation in the graduation ceremony and activities is a privilege, not a right. Therefore, students who engage in a grave disciplinary measure will be denied of this privilege.

### GRADUATION MASS AND COMMENCEMENT CEREMONY-OUTFIT

#### GIRLS

- All white high heel shoes (2 inches height)
- No flat or backless shoes
- Nylons are to be skin color
- No prominent jewelry

#### BOYS

- All black leather top shoes
- White long-sleeved shirt
- Black Necktie
- Dark Formal Slacks
- Hair style must be kept up to the school hair regulation.

During the Graduation Dinner, students attending to the Graduation Luncheon are requested to dress formally.

#### GIRLS

- A nice dressing slack or a formal dress
- No midriff top
- No make-up
- No mini-skirt
- No platform shoes

#### BOYS

- Formal dark pants
- Any color leather top shoes
- Long-sleeved shirt-of any color
- A necktie of any color

### YEAR 2013- 2014

#### 8<sup>th</sup> Grade, 7<sup>th</sup> Grade, 6<sup>th</sup> Grade, FHC Class & Kindergarten Major Activities and Fees

**8<sup>th</sup> Grade Class Graduation fees including: Cap & Gown, Diploma, Yearbook, Retreat, Disneyland, Formal Dinner.**

## C. 31 Academic Probation / Retention / Transfer

## **ACADEMIC PROBATION**

A student may be placed on Academic Probation if the average of the grades achieved by the student warrants such action. Any student placed on Academic Probation is subject to be removed from participation in student government, school activities, or athletics. If there is no improvement as specified, the student may be subject to be transferred to another school where specific learning needs be addressed more efficiently. In the event of a remarkable academic improvement by the student, a possible re-installment will be considered.

## **ACADEMIC PROBATION FOR NON-DISCIPLINARY REASONS**

Certain pupils may be given a recommendation to transfer to grounds other than class or school discipline. The following procedure is used for the pupil who is clearly unable to profit from school work by reason of high ability, subnormal ability or serious emotional instability.

- It has been determined that other schools or agencies have facilities to assist such pupil;
- There has been sufficient discussion with the parents concerning their child's condition;
- The final decision has been made by the principal in consultation with the pastor.

## **RETENTION**

The decision to promote a pupil to next grade or to retain him/her in the present grade should be based upon a consideration of the overall welfare of the pupil. In case of a pupil with a severe learning problem, it may be necessary to recognize that the parochial school is not equipped to meet the needs of every pupil and that, therefore a recommended transfer might be necessary.

Retention is more successful in the primary grades than in the upper grades. Therefore, the primary grade teacher should observe the slow learner so that problems may be corrected before the pupil reaches the upper grades. Although, the options of the teacher and parents are significant factors, the final decision to retain the pupil is the responsibility of the principal.

The teacher should make the principal aware of any pupil with significant learning problems by the end of the First Quarter. With the approval of the principal, the teacher should inform the parents regularly during the second and third quarters of the pupil's progress or possibility of RETENTION. Copies of communication and reports regarding the student's progress should be kept on file by the teacher, parent and Principal.

## C. 32 Testing and Assessment

### TESTING AND ASSESSMENT

The IOWA Tests of Basic Skills (ITBS) is administered to all students in grades 2-8, in order to assess academic standing, to project student's needs, and to elaborate remedial programs to help them increase their learning abilities.

Assessment of Catholic Religious Education Test (ACRE) is administered to students in grades 5 and 8 only in order to evaluate the effectiveness of the religious education program currently used in school.

On-going classes and assessments in Geometry, Pre-Algebra and Advanced Algebra will be one of the primary concerns in the school's fulfillment of academic requirements. This will be geared towards student learning and mastery of mathematic skills to better prepare our students to high school.

Reading First Open Court Program follows the OARS, the on-line assessment reporting system. Each child from Kindergarten through 3<sup>rd</sup> grade gets a regular chance of being assessed by individual teachers in all aspects of the student's reading and language skills development, such as the identification and writing of lower case and upper case letters, sounds, letters, words, sentences through rhymes, fluency, vocabulary, comprehension and writing development.

A Diagnostic Test will be administered at the start of the school year and an Achievement Test will be given at the end of the year to see how much learning and progress has the child accomplished.

## C. 33 Homework

### HOMEWORK

Regularly, HOMEWORK is assigned Monday through Friday nights. It is up to the teacher's discretion to assign homework on weekends and holidays.

Suggested homework Schedules are as follows

- ❖ Grades 1-2: optional, not to exceed one-half (1/2) hour
- ❖ Grades 3-5: not to exceed one (1) hour.
- ❖ Grades 6-8: not to exceed two (2) hours.

Homework assignments are given to students for the following reasons:

- ❖ To reinforce skills learned in school
- ❖ To allow the child to work independently
- ❖ To research for class projects
- ❖ To review, study, and prepare for exams.

Parent supervision and intervention in the child's homework assignments is essential so as to instill in the child good study habits and completion of class assignments. Homework assignments must be accomplished by the student and not by the parent. Homework is a very important responsibility to be fulfilled by your child. It helps the student to reinforce learning. Homework is a process to ensure academic readiness.

## **HOMEWORK SCHEDULE**

It is recommended and greatly encouraged that the student follows a specific and consistent homework schedule to do his/her assignments at home. It facilitates to create good study habits and helps the child increase his/her sense of responsibility.

Regular homework should not be graded since it is a process by which the student reinforces learning. But, the student should receive a certain kind of recognition of achieving this important task. During the school year, students will be asked to carry out outside long or short term assignments or projects, which may be accomplished on individual or group basis. Parent supervision and/or intervention are recommended. The teacher sets grading criteria.

Giving serious consideration to the quantity and quality of TELEVISION VIEWING by the children during school days is imperative since an excess of T.V. viewing indeed, affect the scholastic performance of the students.

### **C.34 Grading**

#### **GRADING CRITERIA**

The academic year is divided into four quarters of approximately nine weeks. The student receives a report card at the end of each quarter, in November, February, April and June. A student who is not making adequate progress will receive a warning notice. Parents are requested to contact the individual teacher should this occur.

The grade given during a marking period is derived from class participation as well as from scores on quizzes, report, assignments, projects, presentations, and tests.

Religion grades are based on the same criteria and on the Christian attitude and values shared among peers, not on a student's personal practice of his/her faith.

Parents can access their child's grades and performance through SchoolSpeak. The school provides every parent the school's ID and a Password to see their child's progress. This new computerized grading system has been promoted for parents to easily access their child's class standing on a regular basis at the convenience of their offices or homes. On the computerized grading system, the parents will be able to read Content Standards taught, percentages assigned on each task or test, a grade average per subject, and much more. The system allows a parent to provide him an e-mail alert either for a low mark or a high mark received by the student. In this way, a re-enforcer of rewarding will continue to serve as a motivational factor in educating a child.

## STUDENT PERFORMANCE

The student's learning and performance at Loretto is assessed for the purpose of knowing student's progress and providing constant feedback between the school and at home. Assessment of student learning is a major component of Loretto's educational program as it is on-going and multi-faceted. To help Loretto students achieve high standards and become self-directed, responsible and faith-filled individuals, the Loretto faculty assesses student learning with standardized and curriculum-based forms assessment.

With the "whole child" in mind, student performance is seen through these forms of formal and informal assessment and evaluation:

- STAR Testing
- Assessing the Core of Religious Education (ACRE) Testing
- Reading First Open Court Program Assessments
- Math Skills Assessments
- Quarterly Tests
- Monthly Academic Tests
- Chapter and Unit Tests
- Homework and Projects
- Daily Quizzes and Recitation
- Student Class Participation

In all areas of student performance, results and scores derived are only one of the elements considered when determining a student performance and in determining the effectiveness of the curriculum program. The faculty is continually trained in many forms of assessment through various seminars and workshops.

The grade given during a marking period is derived from class participation as well as from scores on quizzes, reports, assignments, projects, presentations and tests. Religion grades are based on the same criteria and on the Christian attitude and values demonstrated.

From Kindergarten through 2<sup>nd</sup> grade, the letter grades O, G, S, NI and P stand for the following:

- O – Outstanding
- G – Good
- S – Satisfactory
- NI – Needs Improvement
- P – Poor

From 3<sup>rd</sup> grade through 8<sup>th</sup> grade, the following table shows the equivalent letter marking:

<b>Grade</b>	<b>Percent</b>
<b>A</b>	<b>93-100%</b>
<b>B+</b>	<b>90-92%</b>
<b>B</b>	<b>87-89%</b>
<b>B-</b>	<b>85-86%</b>
<b>C+</b>	<b>80-84%</b>
<b>C</b>	<b>75-79%</b>
<b>C-</b>	<b>70-74%</b>
<b>D</b>	<b>65-69%</b>
<b>F</b>	<b>64% and Below</b>

A grade of (A) reflects the student's excellent work. The student consistently excels in all class tasks, shows creativity, and assumes active leadership in learning activities.

A grade of (B) reflects above average work. The student often does more than what is required, shows an average interest and initiative, and displays leadership in learning activities.

A grade of (C) reflects average work. The student does assigned work, shows average interest and initiative, and takes some part in classroom activities.

A grade of (D) indicates below average work. The student may not be completing all assigned work, is scoring poorly on tests, shows some interest and initiative, and usually is passive and somewhat inattentive in class.

A grade of (F) indicates failing work. The student does not fulfill minimum grade level academic requirements.

A mark of INC (incomplete) is given when required work has not been completed or submitted or tests have not yet been taken.

## C.35 Honors / Awards

### HONORS AND AWARDS

Academic Awards are given at the end of the school year to those students who academically excelled throughout the year. The yearly awards are based on citizenship, good conduct, effort, service, and high achievement.

ALL MAIN ACADEMIC AWARDS ARE PRESENTED AT THE END OF THE ACADEMIC CURRENT YEAR AT THE AWARD CEREMONY, WHICH IS HELD IN CHURCH.

### MAJOR AWARDS

#### 1. RELIGION AWARD

This award will be received by those students who promote good relationships and encourage a harmonious unity among their classmates, and above all, display Christian values and attitude.

#### 2. EXCELLENCE AWARD

One student will receive this award. The student receiving this award must have attained the highest GPA in the class; his/her academic performance is consistent and of good quality. This student never engaged in any disciplinary action during the current school year.

### OTHER AWARDS

#### 1. HIGH HONORS

Three students will receive this award. Based on their GPA, these students will accordingly qualify for First Honors, Second Honors, or for Third Honors. These three students never engaged in any disciplinary action during the current school year.

#### 2. HONORABLE MENTION

Three or 5 other students in class will receive this award. Based on their GPA, these students will accordingly qualify next to the Class First Honors, Second Honors, or Third Honors. They deserve to be included in the list of the awards and they have never engaged in any disciplinary action during the current school year.

**Note:** It has been noted that more students have become academically better and are deemed deserving of Honors. Thus, students worthy of Honorable mention will be awarded. All these awards from Honorable Mention to Academic Excellence must maintain a cumulative average of A (93-100%) or O (Outstanding) and at least G (Good in Work Habits and behavior). Each awardee must embody and exemplify the Loretto Schoolwide Learning Expectations.

#### 3. PERFECT ATTENDANCE

This award will be given to those students who never were late or absent in the current school year. Medical/Dental absences with doctor's authorization marked officially in the Pupil Register make the pupil eligible for the Perfect Attendance Award.

#### 4. CERTIFICATES

Certificates are received by those students who are recognized by striving to improve in various areas during the academic year. These CERTIFICATES are awarded properly in the classroom after the Award Ceremony.

A. **EFFORT:** Students demonstrating interest in their learning and attaining the highest effort grades will receive this award.

B. **CITIZENSHIP:** Students who maintained a “C” average, displayed good effort, conduct, and friendly relationships will receive this award.

C. **STUDENT SERVICE:** This award is up to the discretion of each teacher based on the student’s initiative and willingness to render small service in the classroom and to other teachers.

### **C.36 Field Trip and Excursion Policy**

#### **FIELD TRIP AND EXCURSION POLICY**

Field trips are planned to supplement and enrich the curriculum of the school. A written permission slip from the parents is required. NO PHONE CALLS ARE ACCEPTED.

Parents are asked to volunteer their time by helping to chaperone the trips. Only one field trip per class per semester is allowed. Field trips are to be educational so as to enrich the instruction.

NOTE: Any student, who is being subject to any serious disciplinary measure, will not participate in a class field trip.

### **C.37 Summer School**

#### **SUMMER SCHOOL**

Summer School is not offered Summer of 2017.

## C.38 Electronic Communications Policy

### **ELECTRONIC COMMUNICATIONS POLICY – Part 1**

As computer users, student, parent, and faculty agree to follow the rules and code of ethics in all work with computers while attending Our Lady of Loretto School. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. The school reserves this right.

Violations of the Rules and Code of Ethics described above will result in a serious discipline measure.

The student will not use the computer resources for non-academic purposes and will not waste or take supplies such as paper, printer ink cartridges, and diskettes that are provided by the school. When in the lab, the user will talk softly and work in ways that will not disturb other users and will keep the computer area clean and not eat or drink in the computer lab.

In 2008, a top-of-the line and start-of-the-art Computer Laboratory was made possible by the Parent-Teacher Organization of School Year 2007-2008 and Gerry Gallagher, an alumni from the Class of 1968. A laser projector, wide screen, with totally brand new units, printers, scanners, new window blinds were set-up and soon to be interactive technology programs to enhance the academics will be in full blast. In order to maintain the full capacity, usage and maintenance of this Laboratory, the following COMPUTER LAB RULES will be observed:

1. No students are allowed without any Adult Supervision.
2. Student must sit at assigned seat at all times.
3. Always turn on and off any equipment properly.
4. Student's hands must be clean before computer use.
5. No food or drink is allowed inside the computer lab area.
6. Teacher's computer is OFF LIMITS to students.
7. Retrieve storage data and media properly.
8. Do NOT change the computer settings.
9. ONLY teacher-permitted websites are visited.
10. Permission is REQUIRED before printing.

The user recognizes that copyright laws protect software, and will, therefore, not make unauthorized copies of software, nor will give, lend, or sell copies of software to others. The user understands that he/she is not allowed to bring software applications, games, or CD ROMS from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.

The user recognizes that the work of all users is valuable, and therefore, will protect the privacy of others by not trying to learn their password. The user will not copy, change, read, or use files from another user.

The user will not attempt to gain unauthorized access to system programs or computer equipment, nor use computer systems to disturb or harass other computer users or use inappropriate language in any communication.

The user will respect and follow procedures for the storage of information and is expected to save files on his/her own disk or a flash drive.

The use of INTERNET must be in support of education and research consistent with educational purposes of class assignments.

### **ELECTRONIC COMMUNICATIONS POLICY – PART 2**

## 1. **Systems, Devices and Materials**

- **Electronic communications systems** include, but are not limited to, electronic mail, voice mail, facsimile machines, stand-alone or networked computers, intranets, the Internet/World Wide Web 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, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods, MP3 players, Blackberries, and other wireless equipment.
- **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, e-mails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded, or otherwise accessed or stored content.

## 2. **Electronic Communications Systems, Devices and Materials and Users Covered**

- All electronic communications systems, devices and materials whether in a parish, school, or archdiocesan department or office;
- All electronic communications devices and materials taken from parish, school or archdiocesan office for use at home or on the road;
- All personal devices and materials brought from home and used on parish, school or archdiocesan premises during regular business hours;
- All personal devices and materials, regardless of location, that are used in such a manner that the parish, school or archdiocese may be implicated in their use.
- All users of electronic communications systems, devices and materials, including, but not limited to, students, employees, staff, contractors, volunteers, clergy and religious, and their families.

## 3. **Ownership and Control of Communications**

- All systems, devices and materials located in a parish, a school or an archdiocesan office, and all work performed on them, are property of the parish, school or archdiocese. These systems, devices and materials are to be used primarily to conduct official parish, school or archdiocesan business, not personal business.
- With permission from the pastor, principal or other person in charge, 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.
- Parish, school and archdiocesan systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are designed to protect confidential information, 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 pastor, principal or other person in charge at the parish, school or archdiocesan department.
- Minors may only access the Internet from devices with updated and functioning filters for prohibited content. All obscene materials, child pornography or materials that are otherwise harmful to minors or in violation of this electronic communications policy must be blocked. Before allowing minors to access the Internet, a responsible person must ensure that content filters are “ON.”

- 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 parish or school.
- All files downloaded from the Internet, all computer disks received from outside sources, and all content uploaded from portable memory devices must be scanned with updated/current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge at the parish, school or archdiocesan department.
- Parishes, schools and the archdiocese reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on parish, school or archdiocesan systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

#### 4. **Guidelines for E-mail correspondence and other electronic communications**

- All users of parish, school or archdiocesan communications systems and devices should use care in creating e-mail, text, instant or voice mail messages. Even when a message has been deleted, it may still exist on a backup system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of e-mail and text messages are the same as other written documentation and cannot be considered private or confidential.
- E-mail and other electronic communications are not necessarily secure.
- As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- Postings to "All Employees," "All Parents" "All Parishioners" and the like on intranets or the Internet or the World Wide Web **must be approved** by the pastor, principal or other person in charge at the parish, school or archdiocesan department before they are sent out.
- Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.

#### 5. **Prohibited Practices:**

Users of parish, school or archdiocesan electronic communication systems, devices or materials **and** users of personal devices and materials on parish, school or archdiocesan premises, during normal business hours or under circumstances when the parish, school or archdiocese may become implicated in the use, may not:

- Violate any federal, state or local laws, regulations, rules of conduct, codes of ethics, safe environment or any educational rules.
- Post or distribute personal contact 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 contact information includes names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLS) of social networking sites or blogs.
- Post or distribute communications or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be 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 on the

basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.

- Engage in improper fraternizing or socializing between adults and minors. Minors may not agree to meet someone they have met online without their parents' approval and the presence of a parent at any meeting.
- Engage in pirating or unauthorized distribution (such as "podcasting") of copyrighted materials, music or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
- Post chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages); repost a message that was sent privately without permission of the person who sent the message.
- Record any telephone or other conversation without the express permission of the other participants to the conversation except where allowed by law.
- Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless explicitly required by the duties of the job or assignment;
- Upload, download, view or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information or materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. If in doubt, consult the pastor, principal or other person in charge.
- Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files.
- Give unauthorized persons access to parish, school or archdiocesan systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible person.
- Introduce a virus, attempt to breach system security or tamper with a system.
- Alter, without authorization, a start up screen or the desktop, or install applications that will subvert these functions.
- Allow any minor to access the Internet on school communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- 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.

## **6. Consequences of violations 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, or other appropriate disciplinary action.

### **C. 39 Tutoring**

#### **TUTORING**

If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources.

Teachers may not be paid for tutoring students assigned to their classes. With prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents.

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

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

### **C. 40 Counseling Policy**

#### **COUNSELING POLICY**

The mission and purpose of the school is education. Schools do not assume the responsibilities proper to the family and to society. Schools may not assume the responsibility for psychological counseling or therapy because they are not qualified or licensed to provide such counseling or therapy.

Schools may engage in the following activities in addition to providing classroom instruction:

- Provide advice regarding academic subjects and student progress in school;
- Give limited guidance to students who present with non-academic personal issues or situations;
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities;
- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent/guardian's expense.

In cases of actual or suspected child abuse or abuse of vulnerable adults, the Archdiocesan Victims' Assistance Ministry is available as a resource. The Victims' Assistance Ministry provides outreach and guidance to those suffering from abuse; sponsors a faith-based trauma recovery program; and assists in informing parish, school, archdiocesan and governmental authorities of the allegations of abuse. Referral to the Victim's Assistance Ministry is not a substitute for mandated reporting of suspected abuse. Such a report must be made in accordance with Archdiocesan policy.

## C. 41 Athletics

### SPORTS

Any student who wishes to participate in the sports program must maintain a GPA of 2.0 in the core subjects such as Religion, Math, Reading, Language Arts, Social Studies and Science. Failure to maintain a GPA of 2.0 will result in a prompt dismissal from the sports program.

### AFTER SCHOOL SPORTS

The sports practices are to begin after 3:30 p.m. and end at 4:30 p.m. Any student, who is not picked up sharply at 4:30 p.m. will taken to daycare and charged \$7.00 flat rate.

For those students whose parents are unable to pick them at the designated time, it is recommended that they be enrolled in the day care.

The program is conducted under the discretion of a competent adult coach; and, this does not replace the required physical education time allotment.

The Program goals are to:

- teach sportsmanship
- overcome tendencies toward excessive coordination
- acquire agility and physical coordination
- learn to keep rules
- practice self-control

The classroom teacher has the authority to determine the temporary or definite removal of he/his student(s) from the Sports Program for disciplinary or academic reasons. Parents may withdraw their child from the program at the END of the SEASONAL COMPETITION in order to avoid a disqualification of the team and upsetting the Coach whose efforts and dedication are unlimited.

- Any student who is being subject of repeated disciplinary action will be withdrawn from the sports program (at the end of the sports season).
- Any student being removed from the sports program due to any serious or repeated disciplinary action will not participate in the SPORTS CEREMONY. The Trophy (trophies) earned will be delivered at another time.

Archdiocese/School/ Our Lady of Loretto Elementary

Class/Activity: School CD's , OLL Alumni 6 & 7 Websites, Yearbook

The Archdiocese/School/Parish intends to use your child's image, name, voice and/or work for the following non-commercial purposes.

**School CD's, OLL Alumni Website, Grades 6 & 7 Websites, Yearbook and Grade Level Made on Mac Special Activities**

***This section to be completed by Parent/Legal Guardian:***

I, \_\_\_\_\_ (name), am the parent or legal guardian of \_\_\_\_\_ (child's name), a minor. I hereby authorize the Archdiocese/School/Parish to use the following personal information about my child:

**Please initial the applicable boxes**

Image/visual likeness:	<input type="checkbox"/>	yes	<input type="checkbox"/>	no	Voice:	<input type="checkbox"/>	yes	<input type="checkbox"/>	no
Name:	<input type="checkbox"/>	yes	<input type="checkbox"/>	no	Work:	<input type="checkbox"/>	yes	<input type="checkbox"/>	no

I understand and agree that my child's image, name, voice and/or work (the "Personal Information") will be used for the particular reasons identified above. I further understand and agree that the Archdiocese/School/Parish may use the Personal Information for other non-commercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and agree that the Personal Information of my child may be copied, edited and distributed by the Archdiocese/School/Parish in publications, catalogues, brochures, books, magazines, exhibits, films, videotapes, CDs, DVDs, email messages, websites, or any other form now known or later developed (the "Materials").

The Archdiocese/School/Parish 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 Archdiocese/School/Parish 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. While the Archdiocese/School/Parish will take care to maintain the particular intents and purposes of the photographs or electronic recordings, editing may be necessary to obtain the best results. I release and discharge the Archdiocese/School/Parish and its employees and agents from any liability that may arise out of the making or editing of the photographs or electronic recordings, including but not limited to, distortion, blurring, alteration, optical or auditory illusion or use in composite form.

In exchange for the Archdiocese/School/Parish's giving my child an opportunity to participate in the class/activity, I hereby agree that neither I, nor my child, will receive monetary compensation, royalties or credit for use of the photographs or electronic recordings by the Archdiocese/School/Parish. I understand and agree that the Archdiocese/School/Parish shall be the owner of all right, title and interest, including copyright, in the photographs, electronic recordings and Materials. If the Archdiocese/School/Parish 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 Archdiocese/School/Parish and its 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 Archdiocese/School/Parish. However, my new authorization will not have the effect of revoking this Authorization, and the Archdiocese/School/Parish 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:
Name of Child:	Age:

**C. 42 Parent's Authorization for Publication of Student Work / Pictures**

## D. TUITION AND FEES

### D. 43 Tuition and General Fees

## SCHOOL YEAR 2013 - 2014

**Entrance Exam:** \$50.00  
**Registration:** \$260.00\*  
**Textbooks & Workbooks:** \$185.00\*  
**Computer Fee:** \$25.00\*  
 (Total: \$470.00 Paid Upfront)  
 (\*Per student / per Year Fee)

#### **(In-Parish Monthly Tuition Rate)**

##### **CONTRIBUTING TO CHURCH**

1 Child-----\$350.00  
 2 Children-----\$591.09  
 3 Children-----\$745.45

##### **ACTIVITY FEES)**

As per field trip or activities are  
 scheduled yearly. Check your  
 SchoolSpeak are letters sent home.

#### **(Out-Parish Monthly Tuition Rate)**

##### **NON-CONTRIBUTING TO CHURCH**

1 Child -----\$450.00  
 2 Children-----\$711.36  
 3 Children-----\$884.09

##### **YEARLY REGISTRATION**

1 Child \$375.00  
 2 Children \$625.00  
 3 Children \$825.00

#### **Fundraisers: (TBA throughout the year)**

1 Child = \$600.00 yearly  
 2 Children = \$800.00 yearly  
 3+Children = \$1,000.00 yearly

- *We appreciate your consistent support of the school's fundraisers.*

**Scholarships/Financial Assistance:**

CEF, Catholic Education Foundation (\$800.00 per child) Applications distributed in December & submitted in January.  
 Gerry Gallagher Scholarship Foundation (\$1,000 per 8<sup>th</sup> Grade student moving on to a Catholic High School)  
 LAD, Loretto Alumni Donors (in the process of inclusion for alumni to assist our families)  
 Hot Lunch Program – FREE or REDUCED RATE at .40 cents per meal

**Our Lady of Loretto Elementary School****Curricular & Extra-Curricular Activities**

Sports: Seasonal                      3<sup>rd</sup>-8<sup>th</sup>                      \$50.00 per season

- Soccer
- Flag Football
- Basketball
- Volleyball

**Extended Day Care:**

- \$7.00 flat rate daily PER CHILD from 3:30-6:00 p.m.

**D. 44 Tuition Collection, Payment Plans, Automatic Deductions****TUITION COLLECTION, PAYMENT PLANS, AUTOMATIC DEDUCTIONS**

The parents can settle their financial obligations through various ways:

- a. SMART TUITION COLLECTION (for parent's account automatic deductions with a one-time YEARLY enrollment fee)

**TUITION AND FEES**

The principal in consultation with the Pastor, sets the tuition and fee schedule each year, based on the school budget needs and income range of families served. The school year is from August to June. Therefore, for your convenience, tuition may be paid in 11 monthly installments.

It is strongly requested that parents PERSONALLY submit TUITION PAYMENTS made in GOOD CHECKS OR MONEY ORDER in to the office to prevent your tuition payment from any loss.

## **TUITION PAYMENTS**

Tuition payments are due on or before the 10<sup>th</sup> of each month, for 10 months. September tuition **MUST** be paid in August. A monthly academic assessment on the 11<sup>th</sup> or the 12<sup>th</sup> of every month is provided. An official slip signed by the Principal's Office will be acquired by each student to be allowed to take the monthly exams. No Official Exam permit will mean no tests. Thus, parents are encouraged to be **ON TIME** with their children's **TUITION** payments. All financial obligations must be completed by **MAY 31<sup>st</sup>**.

The child / children of parents who are late in their payments will be suspended until payments are made.

If checks are returned for Non-Sufficient Funds, a penalty fee of \$40.00 will be charged for every bounced check. After May 15, all outstanding bills must be paid on cash or through **MONEY ORDER**. Families within the Parish must support the Church on regular basis. On the contrary, they will pay **TUITION** as outside of the Parish.

### **In-Parish or Contributing Families / Out-Parish or Non-Contributing Families**

The parents always have the option to support the Church by being a Contributing/In-Parish Family or pay the **FULL** amount of the monthly Tuition Fee (Non-Contributing/Out-Parish).

When a family chooses to be **IN-PARISH / CONTRIBUTING FAMILIES** at the beginning of the school year, the parents opt for the low rate-TUITION FEE and with the agreement that **CHURCH DUES** are paid on time. The In-Parish families get a good amount of money saved at the end of each month / end of the school year. This is a family's choice of supporting Our Lady of Loretto Church through the designated Sunday envelopes. Please see the Cost of Education per child at OLL on an updated monthly or annual table-presentation from the Secretary's office.

For further clarification on In-Parish Families' Obligation: If your status is **CONTRIBUTING FAMILY** to OLL Church, you pay a minimum \$5.00 contribution every Sunday through a Church envelope. Envelopes with weekly dates are correspondingly designated for the Church fees. As a Member of OLL Church, your financial support is primarily recognized as well as the faith benefit that goes along with the spiritual experience.

### **Out-Parish or Non-Contributing to Church**

The school recognizes your right to be a non-contributing family to OLL Church and your option to pay the higher Tuition Fee rate.

For the Graduating students, in order to receive a diploma from Our Lady of Loretto School, all financial obligations (Tuition payments, including June tuition, graduation fees, PTO fees, School Activity Fee and Church contributions) are to be completed by May 15<sup>th</sup>.

### **On Late Payments**

Sometimes late Tuition Payments cause the inability of OLL to meet certain financial obligations. The school charges for any late Tuition payments. The 10<sup>th</sup> of every month is the due date for all Tuition Payments **UNLESS** the 10<sup>th</sup> falls on a weekend.

## **School Activity Fee & How It Used**

There is an activity fee per child, which can be paid all at once at the time of registration or re-registration. This can be made in three payments during the current school year.

Since Our Lady of Loretto is self-supported, that it is independent or not subsidized by the parish or the Archdiocese, school tuition and the school activity fees are the main source of the school income at Our Lady of Loretto. The school continues to promote its parents to become prompt in assuming their financial obligations to maintain a QUALITY EDUCATION that the students undertake throughout the school year. Thereby the school activity fee is essential to cover escalating expenses.

NOTE: Teacher's salaries, textbooks, achievements tests (IOWA Test of Basic Skills, ITBS & ACRE), academic and sports equipment, yearly school refurbishing and other incidental operating costs are the annual expenses of the school. School organizations like the PTO and the Student Council raise funds and are collected to be relocated as needed to a one single budget-account so as to meet all school financial obligations. In this way, both the school and the parents highly understand and consider critical situations like late or overdue tuition payments and the like.

### **D. 45 Tuition Assistance**

#### **TUITION ASSISTANCE**

The following scholarship foundations are made available for the families at our school. Announcements on dates of applications, income eligibility requirements and necessary documents for attachments are made annually.

1. CEF, Catholic Education Foundation
2. The Gerry Gallagher Scholarship Foundation for 8<sup>th</sup> Grade

### **D. 46 Parent Service and Fundraising Requirements**

#### **PARENT CHRISTIAN SERVICE HOURS AND FUNDRAISING REQUIREMENTS**

##### **CHRISTIAN SERVICE HOURS (Rendered by Parents)**

- |                          |                      |
|--------------------------|----------------------|
| A. One (1) Child-        | 40 Hours or \$400.00 |
| B. Two Children or More- | 80 Hours or \$800.00 |

In lieu of service hours, supplies are donated or converted to a cash amount of \$10.00 per hour.

##### **SERVICE HOURS for MORE PARENT-INVOLVEMENT**

- Chaperoning during field trips (8 hours)
- Teacher-designated tasks done at home e.g. cutting, outlining, (1-2 hours)
- Photocopying Supplemental Activity Sheets outside school (1 sheet = 1 min.)
- Sending necessary supplies as requested by Principal's Office through the bulletin announcements sent through the Friday Family Envelop
- Setting up/ Clean up during School events: Back to School Night, Casino Nights, Walk-a-thon, Halloween, Spring Carnival & others.
- Saturday chaperoning at sports games with water bottles, etc.

## **D. 47 Costs / Fees**

### **COSTS / FEES for EXTRA-CURRICULAR ACTIVITIES (Please see separate attachments.)**

## **EXTRA-CURRICULAR ACTIVITIES & Costs**

### **E. DISCIPLINE**

#### **E.48 Discipline**

#### **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.

#### **E.49 Rules and Regulations**

#### **RULES AND REGULATIONS / CONSEQUENCES**

Discipline in a Catholic school is to be considered as an aspect of moral guidance. The purpose of discipline is to cultivate the virtues that ensure right living and to redirect disorderly tendencies. The legitimate interest of the school extends beyond the school day and beyond the school hours. To foster the proper atmosphere in our school in which your child/children will have the opportunity to develop his/her intellectual capacity and moral values, and above all Christian attitudes, Our Lady of Loretto undertakes the disciplinary measures necessary to provide your child with such environment.

A major part of the school discipline approach is to enhance the development of self-discipline based on moral philosophy which respects God, self, and the rights of others.

The discipline policies of Our Lady of Loretto School are with the support of the primary educators, THE PARENTS, directed towards:

- (1) Ensuring the safety and welfare of student and school personnel.
- (2) Promoting Christian values among school and near by communities.
- (3) Assuming the responsibility and facing the consequences of chosen actions against Christian values.

#### **SELF - DISCIPLINE EXPECTATIONS**

Our Lady of Loretto students are expected to display respectful manners and self-control towards all their fellow students, faculty and staff.

Students are made aware of the rules, regulations, and procedures must follow them.

During the course of the year, disciplinary and other notices may be hand carried home.

PARENTS are expected to support the philosophy, rules, regulations, and disciplinary procedures of Our Lady of Loretto School.

PARENTS AND STUDENTS as well, will be respectful, courteous and civil to the faculty and staff of Our Lady of Loretto School.

### **GUIDELINES FOR STUDENT SUCCESS IN DISCIPLINE**

In order to be good and successful students at Loretto, three basic principles are to be followed by all pupils:

- (1) Always abide by the dress code.
- (2) Always be on time.
- (3) Always be respectful to yourself and others.

Students should read and know the rules, regulations and procedures outlined in this handbook.

Lying, stealing, cheating, using foul language, muttering under one's breath, failing to follow the legitimate orders and directions of teachers, or physical abuse peers by hitting or kicking, are all examples of student failure to show respect and are prohibited at Our Lady of Loretto School.

- (1) Follow directions and pay attention in class.
- (2) Stay in the seat or desk unless given permission otherwise.
- (3) Never use foul or teasing language. "Bagging" should be avoided.
- (4) Never play fight or "mess around" with others.
- (5) Keep your hands to yourself!
- (6) Always tell the truth. Lying always makes things worse.

### **CLASSROOM INFRACTIONS**

- Dealing with classroom infractions is the responsibility of the teacher who sets up the discipline standards in the classroom and who creates a safe and encouraging environment in which the students are able to strive to share a respectful attitude and a responsible and good behavior.
- Students are to be held accountable for their own wrong doings.
- Conference with the students after class or school would be beneficial.
- A conference with parents is essential to discuss any behavior pattern the child is developing.
- If a continuation of the misconduct occurs, after this point it will result in a REFERRAL to the Principal for a more serious action.

### **SCHOOL INFRACTIONS**

Failure to follow school rules and regulations will result in a student entering the **Discipline Process** at the level of severity appropriate for the infraction.

### **HAIR**

#### **BOYS**

- Hair must be natural color and hairstyles must be moderate.
- Bleaching or coloring of hair is not allowed.
- No fashionable trendy cuts will be allowed.
- Hair sprays, mousses, gels, or the like, must not be used in excess or to stick hair up.
- Hair flat top or / and shaved over the ears are banned.

- Most problems arise when the barbers use different size clips to cut the boy's hair.
- If one size clip is used, (e.g., 1 to 4 inches), all the hair will be evenly cut.

### **GIRLS**

- Hair color must be natural.
- Girls may wear only blue or white bows or ribbons on their hair.
- Girls with long hair must hold it tightly in the back and should avoid their hair falling on their face.
- Students with inappropriate according with the specified stated school hair regulation.

### **JEWELRY**

- No jewelry is allowed during the school days on school premises, except a watch and a single chain for a religious medal.
- No loops or dangling earrings / No rings.
- No facial piercing (eyebrow, nose, tongues, etc.), other than earrings.
- No more of a pair of earrings.
- Boys must not wear earrings.

### **GRADUATION**

In order to receive a diploma from Our Lady of Loretto School, the student's parents / guardians should have met all financial obligations by the 15<sup>th</sup> of May.

Any eighth grade student engaged in a serious or grave disciplinary action, will be ineligible for any Academic Award at the Commencement Ceremony and will not participate in then Graduation events such as the luncheon and the graduation field trip, which are considered to be student's privileges granted to and earned by the graduates.

### **SCHOOL MASS**

The school sponsors Student and Family Masses during the school year. In all these masses, the readers **MUST** wear the complete formal uniform. However, others may dress in their Sunday best.

### **CASES INVOLVING GRAVE OFFENSES:**

In cases involving grave offenses, which may include a violation of criminal law or actions to outrageous as to shock the conscience or behavior of school community, the pupil is immediately suspended and the initial parent-principal conference is **dispensed** with. This procedure involves cases of grave offenses should be followed when the continued presence of the pupil 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 pupil or pupils.

**DISMISSAL:** It when parents are requested to **withdraw** their child without records.

**EXPULSION:** Is when the school terminates student enrollment and records it on a transcript. **In both cases, termination of enrollment is final.**

## **D. 51 Expulsions and Suspensions**

### **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**

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

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

### **Procedure for Expulsion**

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 final 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 final decision. The final 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.

### Written Record

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

Name of Student: \_\_\_\_\_

Offense or situation: \_\_\_\_\_

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

Parents notified by: \_\_\_\_\_ Date \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_

First Meeting:

Place: \_\_\_\_\_

Time: \_\_\_\_\_

Persons present: \_\_\_\_\_

Remarks: \_\_\_\_\_

Signature(s): \_\_\_\_\_

Second Meeting:

Place: \_\_\_\_\_

Time: \_\_\_\_\_

Persons present: \_\_\_\_\_

Remarks: \_\_\_\_\_

Outcome: \_\_\_\_\_

Signature(s): \_\_\_\_\_

### 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 parents/guardians.

### **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 quarter 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 final 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.

## DRESS/UNIFORM CODE

Our Lady of Loretto is in contract with Dennis Uniform Company. Students should be in full uniform each day. All articles of clothing, sweaters, jackets, walking shorts, pants and P.E. shorts, etc., must demonstrate the Loretto Official Logo. Please label clearly label the child's full name and grade on the collar of removable articles during the school day. The school is not responsible for lost items. Thus, there is a lost and found spot where you may search for lost items. Starting September 16, 2013 complete uniform enforced/\$5.00 penalty daily for any missing

### BOYS

Pants	Navy Blue <u>corduroy or school</u> pants
Collard Shirt	Light Blue pinfeather, short sleeves
Shirt	White short sleeves (formal attire)
Sweater	Navy Blue – V – Neck Cardigan or a Navy Blue VEST MUST HAVE SCHOOL LOGO
Jacket	Our Lady of Loretto (NO OTHERS WILL BE ALLOWED)
Sweatshirt	Our Lady of Loretto (NO OTHERS WILL BE ALLOWED)
Tie	Black clip-on type
Socks	WHITE or NAVY Blue (No wearing below ankle socks)
Belt	Black (correct size)
Shoes	COMPLETE Black leather dress shoes (NO CANVAS/MATERIAL)

### GIRLS

Grades K-4	Grant Plaid Jumper / Two-pleated in front & back / knee-length
Grades 5-8	Grant Plaid Skirt / Two Pleated in front & back / <b>knee-length</b>
Blouse	Plain White Collard-Blouse and Short-Sleeved with Dove
Socks	Plain White socks or knee-hi's (No wearing below ankle socks or above knee) Navy blue or white tights ok
Shoes	Black or White tennis shoes or Saddle oxfords
Sweaters	Mayfair V-Neck Cardigan or a Royal Blue VEST
Jackets	Our Lady of Loretto
Sweatshirts	Our Lady of Loretto

**All grades wear the crisscross tie.**

## PHYSICAL EDUCATION UNIFORM

Boys / Girls All plain black tennis shoes and Loretto Gym-shorts and shirt(with school mascot or logo ONLY)

## WALKING SHORTS REGULATIONS

Boys /Girls	All plain white tennis shoes and Loretto walking shorts
Girls	White blouse with school mascot
Boys	Light Blue Shirt White socks (not below ankle)

Boys and Girls must wear the Loretto Walking shorts, which can be purchased at any of our school uniform companies MUST HAVE THE SCHOOL MASCOT.

Walking shorts are to be worn Monday through Friday all year long except on Formal Dress days.

Exceptions: Loretto School Formal Uniform must be worn on the First Opening Day of the School Year and on the Last Day of school for the End of the School Year Mass and Award Ceremony, and at the Loretto Family Sunday Masses held during the school year.

On P.E. Days, students are to wear the school uniform or P.E. uniform all day long.

### **FREE DRESS – DAY CODE POLICY**

**BOYS:** Boys may wear cords or dressing jeans and shirts with a collar designed for sportswear. Boys may **NOT WEAR:**

- Bleached jeans
- Pants with buckles, straps, or chains attached
- Baggy pants or shirts
- Jogging outfits
- Sport jerseys
- Pants with excessive pockets

**GIRLS:** **Girls will wear pants in good taste.** Girls may **NOT WEAR:**

- Clothing that is too revealing or too tight
- Halter, strapless or spaghetti straps, or backless dresses, tops, or blouses
- Midriffs, sleeveless blouses or tops; plunging necklines
- Miniskirts, spandex or stirrup pants
- Oversized clothing
- Thong-type sandals, high heels. Platform shoes, or other shoes that impair mobility
- Make-up, eye liner, or lipstick
- False finger nails or nail polish

The school reserves the right to send anyone home who comes to school inappropriately dressed. Free dress is a privilege. Cooperation of both students and parents is requested to maintain the standard of school dress.

### **SCHOOL FORMAL UNIFORM REGULATION**

Every Monday is formal uniform for school mass. After a vacation break, or Monday holidays, during the winter season and **AT THE END OF THE SCHOOL YEAR MASS AND AWARD CEREMONY. NO EXEPTIONS.**

Girls are to wear the school formal uniform; skirt/jumper, white blouse and shoes.

Boys are to wear the formal uniform; white short sleeved shirt and black clip-on tie, and shoes.

### **Hair & Personal Hygiene Regulations**

**Boys:** No shaved heads. Must wear hair around the ear, all face showing and no defined lines as Mohawks are extreme lines and no longer than neck line. Hair must not over an inch long at the top. No spiked hair or use of excessive hair products. No mustaches.

**Girls:** No nail polish, excessive hair products, and hair away from your entire face. Long hair should be pulled back or kept nicely combed.

Boys & Girls: Keep nails short/trimmed and cleaned daily. All uniforms must be washed and no obvious permanent dirty spots.

### **E.53 Harassment, Bullying and Hazing Policy**

#### **HARASSMENT, BULLYING and HAZING POLICY**

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

Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension or dismissal.

**Harassment** occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating based upon a legally protected class, such as race, sex, ethnic origin or religion. It includes, but is not limited to, any or all of the following:

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

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

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

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

- Sending inappropriate text, e-mail, or instant messages.
- Posting inappropriate pictures or messages about others in blogs or on Web sites.

- Using someone else's user name to spread rumors or lies about someone.

It is the responsibility of the school to:

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

It is the student's responsibility to:

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

#### **E.54 Student Threats**

##### **STUDENT THREATS**

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

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

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

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

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

#### **E.55 School Searches**

##### **SCHOOL SEARCHES**

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

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

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

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

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

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

In the event that any items belonging to a student are confiscated, the principal should document that fact and, when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.

## **E.56 Disciplinary Reporting to Parents**

### **DISCIPLINARY REPORTING TO PARENTS**

Disciplinary reporting is important to parents. School parents consider student reporting absolutely vital to:

- determine how their individual child is going in all areas including curriculum, social skills and abilities, attitude and attendance;
- enable the parents to assist their child
- find out what their child is learning
- enable feedback to the student to ensure ownership of strategies put in place
- create an open line of communication between parents, teachers and students
- identify together students' strengths and weaknesses
- ensure that there is a record of the students achievements.

Our Lady of Loretto School keeps "Open door" policies where parents feel comfortable to go to the school or speak to the teachers, the Dean of Discipline or the Principal, through appointments. The results of reporting disciplinary issues to parents provide:

- progressive profiles of students to give an ongoing view of progress.

- important feedback on student's social skills
- a way of establishing clear support for implementation of helpful strategies
- positive feedback from the teacher, Dean of Discipline, Staff, Principal and parents
- a vital communication process
- a regular, effective communication used early on. This could be on an informal basis but needs to be done before issues or patterns develop which may negatively affect the student.
- a venue for parents' expression of their desire for information sessions on how to assist their child with school work as well as social issues.

The school makes use of the following forms and communication process:

- a. Due Process in listening to student parties involved
- b. Teacher's telephone calls or written notes to parents
- c. Parent-Conferences with the Teacher
- d. Parent Conferences with the Principal
- e. Parent Conferences with the Principal and the Pastor

## **F. OTHERS:**

### **RIGHT TO AMEND**

The principal of Our Lady of Loretto Elementary reserves the right to amend, with notice, any or all of the provisions of this handbook where necessary to provide for the safety and welfare of pupils and / or employee personnel and / or promote good order in the operation of the school under the guidelines of the Administrative Handbook of the Department of Catholic Schools.

### **ABUSE OF TEACHERS**

Any parent, or other person who upbraids, insults, or abuses any teacher of the school, in the presence of other school personnel or pupils and at the place, which is on school premises or public ways adjacent to school premises is guilty of a misdemeanor. In this case the parent is to offer an apology. If the parent commits an offensive reiteration s/he will be asked to withdraw his / her child from school.

## **GENERAL SCHOOL RULES / REGULATIONS AND POLICIES**

Our Lady of Loretto is a closed campus. Visitors are not permitted during school hours unless they have prior permission from the principal. Students are not to invite visitors during school hours. Students may not leave the school premises during the school day unless they have previously obtained a dismissal slip from the office.

## General Rules

**a. Backpacks with wheels are permitted.** Backpacks must suit the size of the child. Students in grades K-8 are permitted to bring backpacks suitable to their age. It is for safety and health reasons that students should not carry backpacks extremely heavy. If the students have a big backpack they will use its full capacity-the bigger the heavier.

**b. Electronic Devices.** There are no portable radios, walkman, pagers, beepers, video cameras, tape recorders, cellular phones, CD players, MP3's, and other intrusive electronic devices, etc. allowed for use on school grounds. All such devices if brought to school, must be kept turned off and in their back-packs. All devices taken out or cell phones left turned on, will be confiscated and will only be returned to parents after 30 days.

**c. Phone messages** to the students must come through the school office.

**d. Skateboards or roller skates** are not allowed in any part of the schoolyard at any time.

**e. Home Games** – Home games proper to the child's age, electronic toys, or playground equipment are not allowed.

**f. Lockers** – Lockers in the classrooms are provided as a service by the school. Although a student may have control of an assigned locker, possession is not exclusive against the school and its officials. It is the proper function of the school authorities to inspect the lockers and to prevent any illegal purposes.

**g. Gang- Related Activity** – Gang related activity at any degree will not be tolerated. Evidence of gang-related activity by the students will result in strict disciplinary action being taken by the school.

**h. Graffiti** – Gang graffiti or tagging on walls, desks, books, clothes or any other property or students property are banned on school premises.

**i. Free Dress Day** – The following are examples of disallowed styles: gang colors, and verbal or written promotion of associated to any gang on periphery will be severely disciplined – this includes disciplinary actions up to and including expulsion.

**j. Personal Appearance of Pupil** is very important. Emphasis should be placed on grooming, good taste, neatness, and cleanliness. If a pupil frequently offends against normal standards of dress, grooming or hygiene, and had been corrected in this regard, the cooperation of the parents will be sought to correct the problem. Lack of improvement in appearance is a ground for dismissal of a pupil during the school day.

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

**l. Chewing Gum** – Students are not allowed to chew gum at any time at any location on the school premises. There will be a fine of (\$5.00) charged to any student who breaks this regulation.

**m. Cars** – Parents are responsible supplying a safe method of transportation for their child/children to and from school. Parents who drive their children to school **MUST PARK** their car at a safe distance from the building. Parking your car or driving you car onto the school grounds is forbidden when the school is in session (**7:00 a.m. – 6:00 p.m.**). It is for the safety of your child and for all the school children. You will be charged with a fine of \$5.00 if you are advised of this strict regulation.

- No parent is legally authorized to approach any Loretto School student on the school premises at any time for any reason.
- No parent is to remain on the school premises after leaving his/her child on the school yard in the mornings.
- No parent is **TO DRIVE** in during school hours.

**n. STUDENT PUBLICATIONS** – Yearbooks, School Newspaper, etc.

Students at Our Lady of Loretto are provided with the opportunity to develop their critical thinking and written skills. The eighth graders engage themselves in producing an annual yearbook in which all the children’s good memories at Loretto are treasured for a lifetime. It is not a fund-raising event. .

The production of a monthly School News Paper for Primary and for Upper students is under the Publicity Committee, which is formed of students of various grade levels. It is headed by Student Council Commissioners and supervised by a faculty member.

**o. SCHOOL PICTURES**

Regular school pictures are taken annually at the beginning of the year for the school records. Individual student pictures may also be taken under no obligation. Graduation and First Holy Communion pictures are scheduled early in spring as well as the School Casual Portraits.

**p. OFFICE TELEPHONE**

The office phone is for emergencies only. Students cannot use the office phone for forgotten items such as books, uniforms, homework, and the like. In areal emergency such as illness, serious accident, etc., the school will call a parent or adult whose name and phone numbers are provided on the EMERGENCY CARD.

**q. STUDENT GOVERNMENT**

The Student Government or Student Council is an organization based on a simple constitution and by-laws. The Student Council is moderated by a faculty member. Volunteer teachers act as Advisors to the Student Council Commissioners. The Student Council at Our Lady of Loretto has its MEMBERSHIP in “The Association of Catholic Student Councils” which is renewed annually. Such an Organization can be an effective means of developing leadership, a sense of responsibility, and good citizenship among pupils. The school requires that all class leaders, major committee members, and Student Council officers attend the Leadership Camp during the summer.

The STUDENT COUNCIL is the soul of the school. All the students who become members of the Student Council share their leadership uniquely in many ways. They grow in responsibility and face countless opportunities to develop their social and intellectual skills. Student Council Commissioners sponsor a variety of activities throughout the year such as Scholastic activities, School Spirit activities, Religious activities, and Fundraising activities, which carry out with a unique pride.

Students wishing to run for a position in the Student Council must meet the required qualifications. The positions are open to students in grades 4-8. Student Council is one of the most important extracurricular activities within the school because it cultivates growth in leadership and offers the opportunity to develop a good sense of a democratic posture in our society.

While Student Council provides services to the school, church, and community, it also develops responsibility in carrying the duties the student undertake when elected to the Student Government.

Student Council Members while in office are to maintain a GPA of 3.0 in the core subject matters such as in Religion, Math, Reading and Language Arts. Any Student Council Member engaged in any serious discipline action, is subject to prompt removal.

Student Council members are to wear the proper S.C. pin at all times during school days, except on P.E. days. Otherwise, there will be a fine of .50 cents. Any S.C. member who receives a Yellow Slip is subject of removal from his/her position in the Student Council.

#### **r. TEXTBOOKS**

The Archdiocesan Department of Catholic School determines the approach that is to be used by the faculty in their textbook evaluation process. An updated list of recommended texts in the area of religion is provided each year. Each faculty must determine which series best meet the school's particular needs.

Our Lady of Loretto School makes outstanding efforts to up keep the textbooks in all subject matters. It is recommended that parents make sure that their child takes good care of the textbooks. All textbooks are to be covered throughout the school year and that the covers are to be free of scribbles. On the first day of school, the student is to be issued a TEXTBOOK CONTRACT FORM in which the condition of each textbook is to be indicated. The form is to be signed by the parent and the student. In case of a lost textbook, the student is to pay the listed price. He/she is responsible of each of the textbooks he/she will be using the current year.

#### **s. BOOK FAIRS**

The school holds a book fair during the school year, which is monitored by members of the Student Council. It is a great opportunity to foster good reading habits and to enhance the reading skills of the students. During the Book Fair, all students are to purchase two books that are chosen by the teacher and students. The teacher guides the reading of these books and may assign a special project to display the child's learning from the books.

#### **w. STUDENT CHRISTIAN SERVICES**

This is a special opportunity for those students who are in grades 7 and 8 to render volunteer 20 hours of service during the current school year to the community outside the school site. Catholic High Schools promote this pre-requisite of more hours of Christian Service. Our students in Junior High will experience an opportunity to reach out for others without any remuneration, which is a valuable Christian practice.

- Each student will keep a record of the number of hours and of the kind of service rendered and justified by the person who received the service.
- One certificate per student, per school year.
- No credit will be given for services rendered as a result of being subject of a serious disciplinary action.
- No credit will be given for lost records.

- Total records must be submitted to the classroom teacher by May 30 of the current school year.

**Christian Service Certificates** will be presented at the end of the school Award Ceremony.

#### **x. PARENT'S CLUB**

The aim of the Parents-Club is to promote parental support and cooperation in the fundraising activities and social functions to better the physical environment in which the Loretto children learn, to better the facilities, and to better the educational programs and materials the children use. Each family accepted to Our Lady of Loretto School is automatically a member of the Parent's Club and is required to be an active member. The parents are highly encouraged to assist the school in its marketing campaign. While the parents continue to put their trust in the school, the benefits of receiving quality education, student discipline and student safety must be shared to others to entice them to be part of our educational ministry.

#### **MEMBERSHIP FEE**

There is a Parent's Club MEMBERSHIP FEE per family. It is due in August with the first tuition payment. The Parent's Club associated with an Archdiocesan Elementary school should comply with these general norms:

- It will be established and continue or terminate operation at the discretion of the principal.
- It will have no legal status apart from the school and therefore, will not be separately incorporated.
- It will function in accordance with a written constitution, which complies with all current provisions of Archdiocesan policy governing the structure and operation of such an organization.
- The pastor and principal shall have the right of prior approval for officers and members elected by the organization.
- If an emergency case should arise, the pastor and principal reserve the right to appoint the Officers to the Parent's Club.

#### **PARENT OPERATION OF THE PARENT'S CLUB**

- The Parent's Club may not have a bank account from that of the school.
- The money received by the Parent's club through membership dues and fundraising activities are deposited in the school account.

**ARCHDIOCESE OF LOS ANGELES  
FIELD TRIP PERMISSION FORM**



**OUR LADY OF LORETTO ELEMENTARY**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Field Trip Date: \_\_\_\_\_

OBJECTIVE: \_\_\_\_\_

Fee: \_\_\_\_\_

Trip to: \_\_\_\_\_

The student will depart from school that day at \_\_\_\_\_ and return to school at \_\_\_\_\_. Transportation to and from the school will be arranged by bus. Chaperones will be appointed by the school.

Students [  ] WILL/ [  ] WILL NOT be bringing a lunch on that day.

Students will be wearing [  ] uniform/ [  ] free clothes.

The educational objectives of the field trip are as follows:

I request that my child be permitted to participate in the above field trip. I agree to instruct my child to cooperate and conform with directions and instructions of the supervisory personnel in charge of the field trip. I hereby give the school personnel permission to use their judgment in obtaining medical service for my child and I give permission to the physician. I agree to relieve the school and other participating adults from any liability in connection with this request.

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

Parent Signature: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

**NOTE:**

- **NO STUDENT MAY ATTEND A CLASS FIELD TRIP WITHOUT THIS SIGNED (FIELD TRIP PERMISSION FORM.)**
- NO PARENT IS ALLOWED TO FOLLOW A SCHOOL BUS. SEE PRINCIPAL!
- **PERMISSION BY PARENTS MAY NOT BE GIVEN OVER THE PHONE.**

**Parent/Student Policies Agreement FORM**



**Our Lady of Loretto Elementary School  
Parent/Student Policies Agreement Form  
2015-2016**

**ACCEPTANCE OF PARENT/STUDENT HANDBOOK**

Our family has received and read **Our Lady of Loretto Elementary School 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 Handbook.

Father's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print student names and grades:

Student's First Name \_\_\_\_\_ Grade \_\_\_\_ Student's First Name \_\_\_\_\_ Grade \_\_\_\_

Student's First Name \_\_\_\_\_ Grade \_\_\_\_ Student's First Name \_\_\_\_\_ Grade \_\_\_\_

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



## COMPUTER NETWORK USER, MY.SPACE.COM, FACEBOOK.COM, NO CELLULAR PHONE - AGREEMENT AND PARENT PERMISSION FORM

As a user of Our Lady of Loretto Elementary computer network, I hereby agree to communicate over the network in a reliable fashion while honoring all relevant laws, restrictions and school rules.

- The following may result in the loss of access, disciplinary action and/or involvement of law enforcement agencies.
  - a. Participation of OLL students in [www.myspace.com](http://www.myspace.com)
  - b. Sending or displaying offensive messages or pictures (messages and pictures that damage the reputation of the school and its students)
  - c. Using obscene language
  - d. Harassing or insulting others
  - e. Damaging computers, computer systems or computer networks
  - f. Visiting inappropriate websites
  - g. Violating Copyright laws
  - h. Using others' passwords
  - i. Intruding on others' work folders or files
  - j. Intentionally wasting limited resources
  - k. Copying other school or class assignments

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

As a parent of Loretto and in avoiding problems that are related to bringing of cellular phones in school, I hereby declare that I will **NEVER** let my child bring a cellular phone in the classroom and in school, or that being an infraction, my child shall face disciplinary consequences. I understand that my child needs to use the Office and /or the Day Care Telephone Lines to call up parents/guardians in the event of emergencies. I agree with the school that the presence of cellular phones in school is out of the question, a further act to safeguarding children, and that it has no room for student independent and class study time.

STUDENT SIGNATURE \_\_\_\_\_

GRADE \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



## CENSUS SURVEY FORM 2016 – Our Lady of Loretto

Name of Student \_\_\_\_\_

Grade \_\_\_\_\_

Age \_\_\_\_\_

### GENDER

Male \_\_\_\_\_

Female \_\_\_\_\_

### RELIGION

\_\_\_\_\_ Catholic

\_\_\_\_\_ Non-Catholic

If Non-Catholic, please specify Religion \_\_\_\_\_

PARISH CHURCH \_\_\_\_\_

### ETHNIC ORIGIN

\_\_\_\_\_ Native American

\_\_\_\_\_ Filipino

\_\_\_\_\_ Asian / Pacific Islander

\_\_\_\_\_ African American

\_\_\_\_\_ Hispanic/Latino

\_\_\_\_\_ White / Other

\_\_\_\_\_ Multi-racial

Mother's Occupation: \_\_\_\_\_

Father's Occupation: \_\_\_\_\_

### STUDENT'S NEEDS

\_\_\_\_\_ Seating in front of the Class

\_\_\_\_\_ Title 1 / Title 111 Services (Language Acquisition)

\_\_\_\_\_ Medication on Allergies /Asthma

\_\_\_\_\_ Others:

\_\_\_\_\_

\_\_\_\_\_