

HOLY FAMILY GRADE SCHOOL

Parent Student Handbook
2022–2023



HOLYFAMILY
GRADE SCHOOL

400 South Louise Street Glendale, CA 91205
818.243.9239

www.hfgsglendale.org

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(All other forms can be found at the school's website: www.hfgsglendale.org)

SECTION A: GENERAL INFORMATION

PHILOSOPHY

The educators of Holy Family Grade School believe that:

- the aim of Catholic education as stated by the Bishops of the United States is to impart the Gospel message, build community, provide for prayer and worship, give service and practice justice which offers the direction for Catholic education in the Holy Family Community.
- the principles of Catholicism are basic to the development of the whole person.
- each child is a unique personality first loved by God, and therefore to be respected and loved by all people.
- parents have the primary responsibility of educating their child, and that the faculty assist the parents by creating an atmosphere and providing experiences which will lead each child to the fullness of Catholic maturity: spiritually, mentally, socially, psychologically, emotionally, and physically.

MISSION STATEMENT

Holy Family Grade School is a Catholic elementary school community whose purpose is to educate the whole child through spiritual development, and provide a curriculum with high academic standards, the arts, and physical education. We strive to inspire our students with the knowledge and values that will lead them to be faithful Catholics throughout their lives.

HISTORY OF THE SCHOOL

Holy Family Elementary School, the official name, has always been referred to as Holy Family Grade School, the name we continue to use. Holy Family Girls' High School College Preparatory is across the street on Lomita Avenue.

Holy Family Grade School has been an exceptional educational institution since 1925. The Sisters of Charity of the Blessed Virgin Mary opened and staffed the elementary school and provided an excellent Catholic education for children of families in the Glendale area. The charisma and traditions of the Sisters continues through the dedication of the present lay principal and staff. The present lay principal and staff have consistently compiled and analyzed annually updated data (cultural, demographic, financial, survey, interview) that identified major changes or trends since the last Self Study. The ethnic composition of the student body reflects the City of Glendale's demographics and reflects the very definition of Catholic, which is "all inclusive." Ninety percent of the students are of Asian or Hispanic descent and ten percent of the students are Anglo or African-American. Special consideration has been given to the demographics of the surrounding neighborhood and the City of Glendale as a whole. The school serves families from the parish and from the surrounding area. The majority of the students are from families whose parents work in medical, law, or film/computer related professions. The majority of the families' incomes are sufficient to meet their financial obligations to the school. Twenty-one percent of the current families receive financial assistance. Some families live in the southern and central part of the city where pockets of poverty exist.

The number of graduates who continue on to Catholic high schools has fluctuated since the last Self Study. There have been some years of decline. However, in the two most recent years the number has increased and among the Catholic high schools throughout the Los Angeles area. Graduates frequently return to HFGS to thank their teachers and to offer their time in service for others. Their gratitude for the quality education that they received at HFGS is clearly witnessed by the administration, staff, and clergy.

Since the last Self Study, the number of faculty members has increased to further meet the needs of the students and their families. The faculty now includes a part-time Spanish and Art teacher. Part-time support staff includes a resource teacher and a counselor as well as Algebra I teacher for advanced students in grade eight. This class is a Zero period class that takes place M-F at the Grade School in the 6th Grade classroom.

Technology has been a major advancement throughout the curriculum at HFGS. Providing a curriculum with high academic standards is a major part of the school's mission. To make this statement a reality, the administration, faculty, and parents have set goals to upgrade existing technology and to purchase new media equipment in order to meet the needs of today's technological world. Technology is fully integrated and accessed throughout the school. Students are now able to access their textbooks and complete their school/homework through the use of iPads or learn initial sounds and numbers on iPad Leap 2. All students have computer class as well as access to the upgraded computers in the lab for assignments or presentations. Teachers make use of the newly purchased iPad projectors, and guide children in eBooks and other educational programs through the use of technology.

Many of the traditions which were begun years ago continue to endure: Weekly School Masses, May Crowning, Catholic Schools' Week, and Annual Passion Play. Spiritual development, academic and sports competitions, physical education, the arts, and service to the community help each student reach the Schoolwide Learning Expectations to the best of his or her ability.

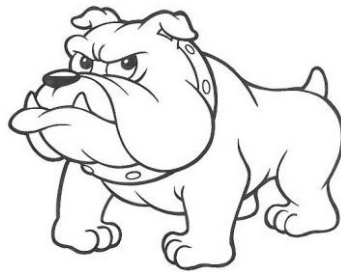
Almost six thousand students have graduated from Holy Family Grade School with an outstanding Catholic education during the past years. This has been accomplished because of the dedicated faculty and staff and the ongoing support of the parents of Holy Family Grade School. Holy Family Grade School continues to serve a faith-based, quality education in Glendale, California *where aspiration begins early, and thrives.*

SCHOOL LOCATION



Holy Family Grade School
400 South Louise St. Glendale, CA 91205
Tel. 818.243.9239 - www.hfgsglendale.org

SCHOOL MASCOT



Bulldogs are affectionate and kind. They are, indeed, resolute and courageous. Sociable and sweet, but with a reputation for courage makes a bulldog an excellent companion. The HFGS Bulldog dignified and lively. The Bulldog is friendly and easygoing; he gets along with everyone. A bulldog does best in a loving environment, free from fear and neglect. He is happiest when there are people around.

ADMINISTRATION, FACULTY, AND STAFF

Administrator
Associate Priest
Principal
Religion Coordinator
Transitional Kindergarten
Kindergarten & Vice Principal for Primary Grades
First Grade
Second Grade
Third Grade

Fr. Anthony Garcias
Fr. Michael Mesa
Dr. Fidela Suelto
Mr. Clarence Clark
Mrs. Beatriz Herrera
Mrs. Teresa Nelson
Miss Tangela Cobb
Miss Alexa Isaac
Ms. Alma Stone

Fourth Grade & Vice Principal for Elementary Grades	Ms. Katharine Monahan Huntley
Fifth Grade	Mr. Clarence Clark
Sixth Grade	New 6 th MS Faculty
Seventh Grade & Director of STEM	Dr. Krikor Kiladjian
Eighth Grade & Vice Principal for Middle School Student Affairs	
Math 6-8	Mrs. Ashley Liberda
Spanish TK-8	New 6 th MS Faculty
Music TK-8	Mrs. Carla Soria
Art TK-8	Mr. Tomas Makiling
Technology TK-8	Mr. Nickol Gutierrez
Physical Education TK-8	Mr. Scott Blackwood
Office Manager [PT]	Mr. Karl Johnson
Bookkeeper	Mrs. Marirose Martinez
Office Assistant [FT]	Mrs. Leonora Bautista
Office Assistant [PT]	Miss Noemi Luna
School Counselor	Miss Charlius Medina
Band/Musical Instrument Director	Mrs. Justine Plocher
After School Care	Mr. Quentin Purviance
After School Care	Mrs. Salud Moreno
Academic League and Ambassadors	Miss. Noemi Grepo
Day Time Custodian	Mrs. Ofelia Ruta
Evening Custodian	Mrs. Margarita Santos
	Mr. Jose De La Rosa

School Office Hours: Monday-Friday, 7:30 a.m. – 4:00 p.m. closed all school holidays
School Hours: TK-8 – 8:00 a.m.- 3:00 p.m.
Minimum days: 12:00 noon 1st Tuesday of the month / last day before a long break
Before School Care: 6:30 a.m. – 7:30 a.m. **After School Care** 3:15 p.m. – 6:00 p.m.

Lunch: Each child is to bring his/her lunch from home unless lunch is purchased through the school lunch program in advance. The school lunch program was initiated for the benefit of the students and parents. **ALL are expected to adhere to the policy of not bringing in food from other places.** No child is to accept a lunch passed over the fence.

An HFGS Food Service provides the lunches ordered. Order forms are sent home. Selections are made. The order form and the money are to be returned to school by 11:00 a.m. on the due date. **No late orders will be accepted.** **Put the order form and the money in an envelope with the child's name and grade clearly printed on the outside of the envelope.** Checks are made payable to the vendor. Please note on the envelope **LUNCH ORDER.** If an absence occurs on a day the child has ordered a lunch, you should take credit on the next order form. **If the order was not turned in on time,** the child will need to bring a lunch from home until the next form goes home [about two weeks]. This includes children who were absent and did not turn in an order form

CONTACT DIRECTORY

SCHOOL

Holy Family Grade School
400 South Louise Street – Glendale, CA 91205
(818) 243-9239 x110

RECTORY

Holy Family Church
321 East Elk Avenue Glendale, CA 91205

FACULTY

Available 3:00 – 3:30 PM (Except Tuesdays)

SCHOOL WEBSITE – www.hfgsglendale.org

CHURCH SERVICES SCHEDULE

CONFESSIONS: Mondays and Saturdays 4:00 – 5:00 PM

MASSES: Daily: 8:00 AM, and 5:30 PM
Saturdays: 8:00 AM, 5:30 PM
Sundays: 8:00, 9:30, 11:00 AM 12:30 PM (Spanish)
5:30 PM Life Teen
Major Civic Holidays: 9:00 AM only

School Mass – Tuesdays – 8:00 A.M.

ADMINISTRATION

Administrator	Fr. Anthony Garcias	Fr-Garcias@hfglendale.org	818-247-2222 Ext. 225
Associate Priest	Fr. Michael Mesa	Fr-Mesa@hfglendale.org	818-247-2222 Ext. 229
Principal	Dr. Fidela Suelto	FSuelto@hfgsglendale.org	818-243-9239 Ext. 110
Vice-Principal for Primary Grades [TK, K, 1 st , and 2 nd] & Athletic Director			
	Mrs. Teresa Nelson	TNelson@hfgsglendale.org	818-243-9239 Ext. 414
Vice-Principal for Elementary Grades [3 rd , 4 th , and 5 th] & Dean of Discipline			
	Ms. Katharine Monahan Huntley	KHuntley@hfgsglendale.org	818-243-9239 Ext. 410
Vice-Principal for Middle School [6 th , 7 th , and 8 th] & Student Council Moderator			
	Mrs. Ashley Liberda	ALiberda@hfgsglendale.org	818-243-9239 Ext. 418

FACULTY AND STAFF

Voice Mail Extensions

E-mail Address

Messages will be retrieved after 3:00 P.M. Responses will be by phone, note or e-mail. E-mails are read after school.

TK & Kindergarten	Mrs. Teresa Nelson	414	TNelson@hfgsglendale.org
Grade 1	Miss Tangela Cobb	401	TCobb@hfgsglendale.org
Grade 2	Miss. Alexa Isaac	405	AIssac@hfgsglendale.org
Grade 3	Ms. Alma Stone	403	AStone@hfgsglendale.org
Grade 4	Ms. Katharine Monahan Huntley	410	KHuntley@hfgsglendale.org
Grade 5	Mr. Clarence Clark	409	CClark@hfgsglendale.org
Grade 6	New 6 th MS Faculty	416	
Grade 7	Dr. Krikor Kiladjian	417	KKiladjian@hfgsglendale.org
Grade 8	Mrs. Ashley Liberda	418	ALiberda@hfgsglendale.org
Technology	Mr. Scott Blackwood	412	SBlackwood@hfgsglendale.org
Music	Mr. Tom Makiling	411	TMakiling@hfgsglendale.org
Art Specialist	Mr. Nickol Gutierrez	404	NGutierrez@hfgsglendale.org
Spanish	Mrs. Carla Soria	407	CSoria@hfgsglendale.org
Physical Education	Mr. Karl Johnson	115	KJohnson@hfgsglendale.org
Payroll and HR Personnel	Mrs. Marirose Martinez	110	MMartinez@hfgsglendale.org
Bookkeeper	Mrs. Leonora Bautista	111	LBautista@hfgsglendale.org
Office Assistant [FT]	Miss Noemi Luna	110	NLuna@hfgsglendale.org
Office Assistant [PT]	Miss Charlius Medina	120	CMedina@hfgsglendale.org

Use (818) 243-9239 Ext. 110 (School Secretary) to leave a message for the following:

Band/Music Instruments	Mr. Quentin Purviance	110	QPurviance@hfgsglendale.org
Guidance Counselor	Mrs. Justine Plocher	110	EPlocher@hfgsglendale.org
School Custodian [PT]	Jose De La Rosa	110	JDeLaRosa@hfgsglendale.org
School Custodian [PT]	Margarita Santos	110	MSantos@hfgsglendale.org

SCHOOLWIDE LEARNING EXPECTATIONS

A student of Holy Family is ...a faithful and active Catholic.

Loves God, self, and others. Is a follower of Christ in daily life. **Makes** moral decisions based on Catholic teaching. **Demonstrates** gospel values. Takes an active part in liturgical celebrations. **Gives** service to the community. **Leads** and inspires others by example.



...academically prepared.

Reads, writes, and spells with proficiency. **Can solve** problems and draw conclusions. **Has knowledge** of history and current events. **Participates** in academic competitions. Is technologically literate. **Can access**, gather, and apply data from a variety of sources. **Accepts** challenges. **Is well-prepared** for high school.

...an effective and confident communicator.

Communicates effectively in speaking and writing. **Produces** quality poems, essays, and stories. **Participates** courageously in classroom discussions. **Applies** critical thinking in forming opinions. **Adapts** easily to experiences in the arts. **Is enthusiastic** about extracurricular activities.



...a globally responsible citizen.

Respects life and all creation. **Is physically fit**. **Takes responsibility** for words and actions. **Works** well with others. **Takes pride** in school and community. **Appreciates** different cultures, traditions, and ideas. **Shows** patriotism for the United States of America. **Is environmentally aware** of resources.

DAILY SCHEDULE GRADES TK-8**8:00 AM to 3:00 PM****Recess: (TK) 10:00 – 10:15****Washroom: (TK)****Recess: (K-8th) 10:00 – 10:15****Washroom: (K-8th)****Lunch: (TK & K) 11:15 – 11:50****Washroom: (TK & K)****Lunch: (1st, 2nd, 3rd) 11:35 – 12:10****Washroom: (1st 2nd 3rd) 12:10 – 12:20****Lunch: (4th – 8th) 11:45 – 12:20****Washroom: (4th – 8th) 12:20 – 12:30****GENERAL SCHOOL SCHEDULE****Time allocation:**

School business matters with Homeroom Teachers before and after school:

8:00 a.m. – 8:15 a.m. DAILY Morning Prayer, Pledge of Allegiance, a Patriotic Song, Announcements & General Business

2:45 p.m. – 3:00 p.m. DAILY Homeroom, Homework, Prayer, Clean-up & Dismissal

BREAK Periods:

Recess = 30 minutes (15 minutes - Snack Time, Play and Wash Room)

Lunch = 45 minutes both for LG (Lower Grades) and UG (Upper Grades). (This 45 minute-Lunch Break consists of 20 minutes Eating Time, 15 minutes Play Time & 10 minutes for Wash/Hygiene Time.)

- **PE Classes** are scheduled every day.
- **ART Classes** are scheduled on Wednesdays, Thursdays, and Fridays.
- **All English Language Arts** minutes were adjusted to give way to a foreign language teaching and learning of Spanish.
- **FOREIGN LANGUAGE TEACHING: Spanish** classes are scheduled from Tuesdays through Fridays.
- **MUSIC** classes are scheduled only on Tuesdays and Thursdays.
- **COMPUTER Phonic Awareness / TECH CLASSES / iPad GROUPS [TK-8]**
- **CODING** will be integrated in core subject intervention class hours.

Zero Period ALGEBRA for 8th Grade begins at 7:00 a.m. and ends at **7:40** a.m. every day at our HS/GS campus from August 31st, 2022 – May 30th, 2023.

SECTION B: GENERAL POLICIES

Code of Christian Conduct Covering Students, Parents, Guardians, and Other Responsible Adults

The Archdiocese deeply appreciates the choice parents and students make to enroll in its parochial elementary schools and secondary schools. Truly, this is a commitment for life and many families make considerable sacrifices of time and treasure to support their students while they are in school. Often families and students continue this support even after graduation because Catholic education makes a difference. Indeed, Catholic schools *are* different.

All schools in the Archdiocese are intended to be environments that educate, nurture and support students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth – teachers, administrators, parents, family and friends – is required to behave in accordance with these principles.

Our Christian principles provide that:

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral and behavioral expectations.
- Students and parents or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
- Parents, guardians or other responsible adults who insult or abuse school personnel in the presence of other school personnel, students or parents on or adjacent to school premises or at some other place where school personnel are required to be in connection with their assigned school activities, may be asked to withdraw their student from the school.
- Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated.

These expectations for students, parents, guardians or other responsible adults 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. The action may include removal of a family and its students from the school.

Zero Tolerance Policy

The Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person or volunteer to serve in its parishes, schools, pastoral ministries, or any other assignment when such an individual is determined to have previously engaged in the sexual act of a minor. Under the Zero Tolerance Policy of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with **a minor under the age of 18:**

- May not have any paid or volunteer assignment in any ministry in the Archdiocese, and
- May not volunteer in any non-ministerial activity or event where he or she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.
- Any parent or guardian who is a registered sex offender must contact the principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy.
- As a member of the Archdiocese of Los Angeles community, the school wants to assure that it is in compliance with both Megan's Law and the Archdiocese's Zero Tolerance Policy.

Safe Environment Training for Children and Youth

The school and the parish religious education programs have established ongoing safe environment training programs for students, children and youth. All parents are provided home- based materials to help them understand and support their student's education regarding child sexual abuse. The approved programs include the **Archdiocese of Los Angeles Self-Protection Program 1-12, Empowering God's Children®** and **VIRTUS® Empowering God's Children (Mandated September 1, 2006)**.

The Archdiocese of Los Angeles Self-Protection Program 1-12 was developed by the Archdiocese of Los Angeles to assist the parishes and school to comply with the U.S. Conference of Catholic Bishops mandated self-protection programs. It is to be presented annually at each grade level.

Empowering God's Children® 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 students in understanding occasions of abuse, and to give them confidence in reporting and asserting themselves in situations where they feel unsafe.

VIRTUS® Empowering God's Children 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 students the tools they need to protect themselves from those who might harm them. The Archdiocesan Office of Safeguard the Children works with the schools and Directors of Religious Education in the parishes to establish these programs. Questions concerning Safe Environment Training can be forwarded to the principal.

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 positions in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations.

Please review the following guidelines and sign the “Acknowledgment of Receipt” for the file at the parish or parish school where you work or volunteer.

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as “restricted individuals” because they are not adults and are not independent.
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Staff members/faculty/volunteers must avoid assuming the role of a “father or mother figure” which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only.

- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows.
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian.
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.
- Parent or guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not met 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 a Code of Conduct form to verify that they understand their obligations.

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 for striving toward reconciliation and shall act in good faith. Legal representation is not permitted at any meeting or mediation of the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

School Level

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.
- If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).
- For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.
- After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

Department of Catholic Schools Level

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

Parent or Parent-Teacher Organizations and Consultative School Board

If the school has a parent, parent-teacher organization and/or a consultative school council, those involved are advised that these bodies exist to support the school and are important for the school's viability, but they have very different functions. Parent, parent-teacher organizations, consultative school councils and their members do not have any authority to act independently on behalf of the school or parish. They are not "agents" of the school or parish and any actions taken must receive the official written approval of the pastor and/or the principal as the case may be.

Parent or Parent-Teacher Organizations

The main functions of a parent or parent-teacher organization are to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the parent teacher organization shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school, where applicable. Financial operation of a parent or parent-teacher organization shall be governed by the regulations for financial operations as found in the parent or parent-teacher organization bylaws.

The Holy Family Parent-Teacher Organization includes all parents of children registered in school. Much of the success of the school is due to the beautiful support and aid given by this organization. The PTO meetings are a very important form of commitment and it is, therefore, required that at least one parent attend each of the four meetings listed below. These meetings are for parents, not children. They are listed in advance so that you can arrange for childcare. One service hour per family is earned by attending the general meetings.

For each meeting missed there is a \$50.00 fee.

The financial support of the Parent-Teacher Organization helps to keep down tuition costs and maintains a mutual spirit of cooperation between home and school in the interest of the children.

Each family is required to pay the **\$40.00 PTO Annual** dues. This amount is due on **July 15th, 2022.**

HOLY FAMILY GRADE SCHOOL PARENT- TEACHER ORGANIZATION MISSION STATEMENT

The Holy Family Parent Teacher Organization is dedicated to supporting our Catholic Christian Community of Parents, Teachers, Administration, and Students in developing the morals and values of Catholic Education. Through the commitment of Parents' involvement in service, fundraising, and cooperation with Administration, we are creating a supportive environment for Holy Family Grade School's philosophy, programs, and goals.

GENERAL PTO MEETINGS - THESE MEETINGS ARE MANDATORY.

- **AUGUST 31st** - (7:00 p.m. – 8:30 p.m.)
- **NOVEMBER 16th** - (7:00 p.m. – 8:30 p.m.)
- **JANUARY 18th** - (7:00 p.m. – 8:30 p.m.)
- **APRIL 19th** - (7:00 pm. – 8:30 p.m.)

OFFICERS AND CHAIRPERSONS' PTO BOARD MEETINGS – (6:30 p.m. – 8:00p.m)

- SEPTEMBER 6th
- OCTOBER 4th
- NOVEMBER 1st
- DECEMBER 6th
- JANUARY 10th
- FEBRUARY 7th
- MARCH 7th
- APRIL 4th
- MAY 2nd

HOLY FAMILY GRADE SCHOOL PTO BOARD and COMMITTEES **ROSTER AND CONTACT INFORMATION- SCHOOL YEAR 2022 – 2023**

Name	Position	Email Address
Fr. Anthony Garcias	Administrator	fr-garcias@hfglendale.org
Dr. Fidela Suelto	Principal	fsuelto@hfgsglendale.org
Tony Makhoul	President	2tonymakhoul@gmail.com
Jennifer Reyes	Parish Council	jennifer.reyes@me.com
Steve Benedict	Parliamentarian	stevester47@outlook.com

“Academic and Artistic Advancement of the whole child”

Stephanie Jonke	1 st Vice Pres.	hrgwriter@gmail.com
Mynelle Aguilar	1 st Vice Pres.	mynelle@gmail.com
Jerome Aguilar	1 st Vice Pres.	jeromeaguilar1@yahoo.com
Anna Samuy	1 st Vice Pres.	amsamuy@yahoo.com
Katy Huntley	Faculty Rep.	khuntley@hfgsglendale.org
Ashley Liberda	Faculty Rep.	aliberda@hfgsglendale.org
Dr. Krikor Kiladjian	Faculty Rep.	kkiladjian@hfgsglendale.org
Clarence Clark	Faculty Rep.	cclark@hfgsglendale.org

“Fundraising and Marketing”

Cindy Bulaon	2 nd Vice Pres.	clogarta@gmail.com
Lilian Arias	2 nd Vice Pres.	lilan2210@aol.com
Marc Arias	2 nd Vice Pres.	maleko22@gmail.com
Scott Blackwood	Faculty Rep.	sblackwood@hfgsglendale.org

“Marketing, Public Relations, and Fundraising”

Tes Baradas	3 rd Vice Pres.	tesbaradas@yahoo.com
Pauline Pitpit	3 rd Vice Pres.	paulinepitpit@gmail.com
Daily Pangilinan	5 th Vice Pres.	dvpangilinan@gmail.com
Teresa Nelson	Faculty Rep.	tnelson@hfgsglendale.org
Nickol Gutierrez	Faculty Rep.	ngutierrez@hfgsglendale.org

“Volunteers and Athletic Services”

Cedric Estrada	4 th Vice Pres.	cadetjet@yahoo.com
Rogel Telmo	4 th Vice Pres.	ptelmo@yahoo.com
Jose Duano-Perfecto	4 th Vice Pres.	jcdperfecto@yahoo.com
Neallester Clavio	4 th Vice Pres.	nclavio@yahoo.com
Karl Johnson	Faculty Rep.	kjohnson@hfgsglendale.org
Teresa Nelson	Faculty Rep.	tnelson@hfgsglendale.org

“Hospitality”

Elsbeth Fulgencio	5 th Vice Pres.	elsbethvf@gmail.com
Fabiola Martinez	5 th Vice Pres.	FPazPerez@cslanet.calstatela.edu
Daisy Pangilinan	5 th Vice Pres.	dvpangilinan@gmail.com
Sheryl Clavio	5 th Vice Pres.	smendoza302@yahoo.com

“Treasurer & Bookkeeping”

Elsbeth Fulgencio	5 th Vice Pres.	
Tes Baradas	3 rd Vice Pres.	tesbaradas@yahoo.com
Audrey Teylan	Accountant	ateylan@murphy3.com
Leonora Bautista	Bookkeeper	lbautista@hfgsglendale.org

“Grade School Office”

Marirose Martinez	Office Manager	mmartinez@hfgsglendale.org
Noemi Luna	FT Admin. Assistant	nluna@hfgsglendale.org
Charlius Medina	Office Assistant	cmendina@hfgsglendale.org

Consultative School Board, CSB

The general responsibilities of the consultative school 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 council's goals and activities.

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

Acceptable Use and Responsibility Policy for Electronic Communications

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

These policies, standards and procedures apply to all users of technology, whether adult, child or youth, whether they are paid or volunteer staff, clergy or members of religious orders, in the Archdiocese or in any Location. These policies, standards and procedures include, but are not limited to, maintaining data confidentiality, maintaining the confidentiality of data security controls and passwords, and immediately reporting any suspected or actual security violations. The Archdiocese prohibits the use or alteration of archdiocesan data and/or information technology without proper authorization. All users have an obligation to protect the confidentiality and nondisclosure of proprietary, confidential and privileged data, as well as personally identifiable information.

Definitions

Electronic communications systems include, but are not limited to, electronic mail, telecommunications systems including telephone, voice mail, and video, facsimile transmissions, stand-alone or networked computers, intranets, the Internet and any other communications systems that may be created in the future.

Electronic communications devices include, but are not limited to, regular and mobile telephones (cell phones, smart phones, walkie-talkies), facsimile machines, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, media players, AirPods, Blackberries®, and other wireless equipment that may be created in the future.

Electronic communications materials include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, emails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded or otherwise accessed or stored content.

Electronic Communications Systems, Devices and Materials and Users Covered

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

Ownership and Control of Communications

All systems, devices and materials located on archdiocesan premises, and all work performed on them, are property of Location and/or the Archdiocese. These systems, devices and materials are to be used primarily to conduct official Location and/or Archdiocese business, not personal business.

With permission from the person in charge of the parish (i.e. pastor, priest administrator or parish life director), principal or other person in charge of the Location, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.

The Archdiocese and the Locations, as applicable, reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on Archdiocese and/or Location systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

Guidelines for Email Correspondence and Other Electronic Communications

- a) All users of Archdiocese and Location communications systems and devices should use care in creating email, text, video, still images, instant or voice mail messages or in any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system, be restored, downloaded, recorded, printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.
- b) Email and other electronic communications are not necessarily secure.
- c) As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- d) Postings to "All Employees," "All Parents," "All Seminarians," "All Parishioners" and the like on intranets or the Internet must be approved by the person in charge of the parish (pastor, priest administrator or parish life director), principal or other person in charge of the Location before they are sent out.
- e) Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.
- f) Archdiocese and Location systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are intended to enhance system security; not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the person in charge of the parish (pastor, priest administrator or parish life director) principal or other person in charge of the Location.
- g) User IDs and passwords should not be disclosed to unauthorized parties or shared with other employees, students or volunteers. User accounts are intended to be used only by the assigned party.
- h) All information systems that create, store, transmit or otherwise publish data or information must have authentication and authorization systems in place to prevent unauthorized use, access, and modification of data and applications. Systems that transmit or publish approved information that is intended for the general public may allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information.
- i) Any device accessed or used by minors on the Premises must include updated and functioning filters to preclude access to prohibited content. All obscene materials, sexually explicit materials including pornography, and materials that are otherwise harmful to minors or in violation of this electronic communications policy are prohibited and must be blocked. Before allowing minors to access the Internet, a responsible adult must ensure that appropriate content filters are "ON" and functioning.
- j) Content filters for minors may NOT be disabled or turned "OFF" without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the location.
- k) All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with updated or current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge of the location.
- l) Critical information should be copied onto backup storage periodically. Backed up information should be stored in a safe place and be available for recovery in case of a loss of the original information. Depending on the complexity of a Location's information systems, a detailed disaster recovery plan may need to be developed.
- m) Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.
- n) Information systems hardware should be secured against unauthorized physical access.

Prohibited Practices

Users of Archdiocese and Location electronic communication systems, devices or materials and users of personal devices and materials on the Premises under circumstances when the Archdiocese and/or the Location may

become implicated in the use may not:

- a. Violate any federal, state or local laws or regulations.
- b. Violate any rules of conduct, code of ethics, safe environment or any educational policies, including but not limited to those that apply to communications or the use of information.
- c. Post or cause to be distributed any personally identifying information about the user or others without permission or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities. Personal identifying information includes, but is not limited to, names or screen names; telephone numbers; work, home or school addresses; e-mail addresses and web addresses (URLs) of social networking sites or blogs.
- d. Post or distribute any communications, video, music 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.
- e. Engage in improper fraternizing or socializing between adults and minors.
- f. Engage in pirating or unauthorized copying, acquisition or distribution of copyrighted materials, music, video or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in Internet gambling.
- g. Post or send chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages).
- h. Record any telephone, video, or other conversation or communication without the express permission of the other participants to the conversation or communication, except where allowed by law.
- i. Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless required by the duties of the job or assignment.
- j. Upload, download, view or otherwise receive or transmit copyrighted, trademarked, patented, indecent or pornographic material, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. See *Archdiocese of Los Angeles Copyright and Video Screening Policy*.
- k. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files or alter or forward email messages in a manner that misrepresents the original message or a message chain.
- l. Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- m. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible adult.
- n. Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.
- o. Bypass (via proxy servers or other means), defeat or otherwise render inoperative any network security systems, firewalls or content filters.
- p. Allow any minor to access the Internet on Archdiocese or Location communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.

- q. 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.
- r. Access or manipulate services, networks or hardware without express authority.

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, expulsion from school, canonical review, referral to law enforcement and other appropriate disciplinary action.

Use of Electronic Devices

Cell phones and other portable communication devices (pagers, iPhones[®], AirPods, Blackberries[®], walkie talkies, etc.) may be brought to school with written parental permission.

However, all portable communication devices **must be turned “OFF”** and stored in a backpack, book bag, locker, or other place where the device is not visible.

Portable communication devices may **NOT** be turned on at any time during the regular school day for any reason, except to call 911 in emergencies, or with the express permission of a responsible adult in authority.

This prohibition includes, but is not limited to, study hall, lunch breaks, class changes and any other scheduled or non-scheduled activity that occurs during normal school hours.

Before and after the end of school, students may use portable communication devices, but not inside school buildings that are still being used for school-related activities or on school buses.

Portable communication devices may be used at after school activities that are not conducted in the school, provided that they do not interfere with the activity or school operations.

If a student uses a portable communication device or any of its functions for any reason during a school day without express adult permission, the following measures will be taken:

- The device will be confiscated from the student.
- The device will be returned only to the student’s parent or legal guardian.
- Depending on the circumstances, the student may be denied the right to bring the device to school.
- Repeat violations of the policy will result in disciplinary measures appropriate to the circumstances, including expulsion if warranted.
- If a device is used for cheating during a test, the student will be removed from the testing situation and appropriate disciplinary action will be taken.

The school is NOT responsible for lost, misplaced, stolen broken portable communications devices or for any unauthorized use of such devices. The school will NOT pay to replace devices that are lost, misplaced or stolen after they are confiscated and will NOT pay for any communications charges.

School Searches

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

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated.

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

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

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

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

Counseling Policy

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

The school 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 or guardian's expense.

In cases of actual or suspected child abuse or neglect 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 or neglect. 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.

SECTION C: ADMISSION AND ATTENDANCE

School Student Non-Discrimination Policy

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

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

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

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 student's needs.

The initial STEP process involves a school support team that consists of the parents/guardians, the classroom and / or homeroom teacher, the school administrator and / or the STEP team coordinators, other school personnel, and the student, when appropriate. The goal of the team is to gather information and work together to support the student's educational needs in the classroom. The STEP team reviews report cards, standardized test scores, cumulative records, work samples, discipline records, and other data. The team will use the data to create an individualized action plan to identify the child's strengths and areas of concern, implement support strategies, identify responsible persons, and schedule timelines for progress.

Guidelines for Admission to Elementary Schools

- Preferences are given to active members of the parish.
- The recommended age for Transitional Kindergarten students is four (4) years of age on or before September 1, but required by December 1.
- 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 meet the educational and financial needs of all students.

- The pastor and principal will review a student's continued eligibility for enrollment in the parish school.
- The school establishes its own procedures for admission and enrollment.

Attendance

School begins promptly at 8:00 a.m. with attendance, followed by a classroom assembly led by the Student Council's prayer, allegiance to the Flag, and announcements over the Public Announcement system and a regular Wednesday morning assembly in the small yard or in the Grade School auditorium during the winter months. A student is tardy if he or she arrives after 8:00 a.m. when the school gate on Elk Avenue is closed. There is a fine of **\$10.00 for every tardy incurred**. If the student comes after the designated time, he or she is marked absent half a day. A record of all tardiness is kept in the attendance register and records.

Prompt and regular attendance is important. A student can never make up a day missed, even if the assignments are completed. Therefore, we ask that whenever possible, appointments, vacations, and other activities, which require your child to miss school, are scheduled for times when school is not in session. A student who is absent from school for more than three (3) days in one school year, or is tardy in excess of thirty (30) minutes on each of four (4) days or more in one school year, **without a valid excuse**, is considered a truant.

If your child is not feeling well on a school day, he/she should not come to school. If your child will be absent from school, please call the school office before 9:00 a.m. to report the absence. You will receive an e-mail if your child is absent and when the school has not been notified.

Students who are absent from school may not participate in after school sports or other school activities (practice, games, student council events, etc.) on the day of their absence.

Absences with Acceptable Excuse

If you are taking your child out of school for an appointment, please write a note to the teacher letting him / her know the time of the appointment. A student leaving school for any appointment will be met at the school office by the parent who signs a release before taking the student.

Parents may not go directly to classrooms to get their child.

When a student has been absent, a written excuse signed by the parent or guardian is required, and the excuses are kept on file for a period of one year. An acceptable excuse includes illness, attendance at medical or dental appointments, funeral services for family members, quarantine directed by County or City Officials or emergency or special circumstances as determined by the school authorities. Excessive unexcused absences may result in loss of academic credit.

Extended Absences

When, for family reasons, parents wish to take their children out of school temporarily, the principal and teacher will discuss with the parents the possible effects of such an absence. If a student is absent for an extended time, (*e.g.*, 10 or more days), official grades may be withheld.

Students are responsible for all work missed during their absence, and should check with their teacher upon returning to school to see what must be made up. Teachers will **NOT** provide class work, or homework for future dates such as for absences due to family vacations.

Leaving School Early

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

Truancy

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

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

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

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

Before School Procedures

Students **must** sign in to morning day care if they arrive before **7:30 a.m.** No student is allowed to be anywhere on campus, except for morning day care, before **7:30 a.m.** All students should be in their classroom no later than **7:55 a.m.**

Use **only** the Elk Avenue gate when you arrive between **7:30 and 8:00 a.m.**, as well as after school. The use of one entrance/exit is for safety reasons. **Parents are to wait for their children at this gate.** This is a **drop-off and pick-up zone ONLY**. The gate area needs to be kept clear. For the safety of all, congregating in this area is strictly prohibited.

If you need to come to the school office during the day, please use the intercom on the right side of the doorway. Press the button and wait for an answer. The main door to the office is used for business matters only by parents, for students who are late, and for students returning after Altar Serving or School Mass.

After School Procedures

Children are dismissed at **3:00 PM**. TK/Kindergarten through 2nd Grade line up a few minutes before **3:00 PM**. All children waiting to be picked up wait in the table area outside of Grade One and are to be picked up by **3:15 PM**. Any children still in the waiting area at **3:15 PM** or fifteen minutes after sports, cheerleading, Choir, Concert Chorus, Band/Musical Instruments or ALA will be signed into the After School Program. The **\$40.00** "Drop-In" fee will appear on your next billing statement.

Privacy and Access to Records

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

Pupil Records

"Pupil records" means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include "directory information"

or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute.

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

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

Directory Information

"Directory information" means one or more of the following items: pupil's name, address, telephone number, date and place birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil. The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access.

Room parent rosters, class lists, telephone numbers, email address lists or any other personal purposes specified. In no cases should commercial enterprises be given access to Directory Information, neither should parents use Directory Information for commercial reasons.

Parent Authorization to Use Child's Personal Information

Whenever a student's image, name, voice and/or work is to be published or used for non-commercial purposes, including, but not limited to, publicity, exhibits, printed or electronic media broadcasts, student publications, marketing or research, parents must execute the *Parent's Authorization to Use Child's Image, Name, Voice and/or Work for Non-Commercial Purposes* giving permission for such publication.

Verbal/Written Confidences

Confidential information may be provided by students, or parents, or guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees are required to 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.

Transfer of Records

Student Transfers, Withdrawals, and Graduation

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original health record will be transferred by the former school upon a request from the school where the pupil intends to enroll and a release from the parent or guardian. The original Cumulative Student Report remains 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. The school grants full credit for all work a student accomplishes up to the time of transfer. Principals may be required by the County Board of Education to report the severance of attendance by any student.

Withholding of Records

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

Cumulative Pupil Record

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

Permanent record cards include only the following information:

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

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.

The minor/student, after obtaining a promise of employment, must obtain a "Statement of Intent to Employ Minor and Request for Work Permit." The minor, the employer and the parent or guardian must each complete their sections and submit the completed application to the school. The school will verify the information entered on the application by the minor and parent or guardian and will also examine the student's records and consult the teacher to confirm the student's satisfactory academic achievement to date. The student must then submit the form to the "work permit issuing authority." If all requirements are met, the work permit issuing authority may issue the "Permit to Employ and Work." The "work permit issuing authority" may be the local public school superintendent, those persons authorized in writing by the public school Superintendent to issue the permit, or a school staff member who has been designated and trained as the work permit issuing authority for the school. A copy of the signed work permit must be kept in the student's file. For additional information and forms see <http://www.dir.ca.gov/DLSE/ChildLaborPamphlet2000.html>

Student Accident Insurance

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

Academic Integrity

Academic dishonesty (e.g. cheating, plagiarism, copying other students' work, etc.) is considered a very serious offense. Parents will be notified and a conference may be required. Any and all students involved in the incident will receive an automatic "0" for the assignment and will be unable to make up this grade. The student will be required to complete the assignment (so that he/she learns the material) but will receive no credit for it. Depending on the gravity of the situation, and at the teacher's discretion in consultation with the principal, further action will be taken, including, but not limited to removal from student council or CYO sports teams.

Birthday Celebrations

Birthdays are announced on the PA with the morning announcements so that all in our school community share in the good wishes for the birthday celebrants. Do not send treats for your child's birthday unless this was planned with the teacher, and then, **only individual hand held treats such as, organic apples, raisins or bite-sized veggie cupcakes are encouraged. NO drinks, candies, favors, etc.** These items will have to be returned. We do not hold birthday parties at school we celebrate the child's gift of life.

Parent Messages and Telephone Calls

Parents are asked to cooperate in limiting classroom disruptions to genuine emergencies only. Lunches, forgotten books and assignments will not be delivered to class. Students may **not** come to the school office to pick up an item parents have delivered for them. Phone calls to the office should be made for school business and emergencies only. Please schedule carpool arrangements as well as talk to your child about any doctor or social appointments before he/she comes to school.

Students - Students may not call home, text message, or e-mail to schedule after school activities.

Change of Address/Phone/Name

Please send written notification to the school office with change of address/phone/name as soon as the information is available. Emergency cards must have "up to date" information for persons to be notified in case of sickness, accident, or emergency.

Child Abuse

The faculty and staff of Holy Family Grade School are mandated by California state law to report any suspected child abuse. In these cases, parents will **NOT** be contacted prior to the filing of a report.

Dress Code

BOYS will wear the uniform shirt (with school name) tucked in and a black belt with the gray uniform pants or uniform walking shorts. Pants must be worn at the waist. (No Sagging Pants) All Grades TK-8

GIRLS will wear the uniform shirt (with school name) tucked in. The skirt or jumper (always worn with the navy

blue bike shorts) must reach to the top of the knees or longer. A black belt is worn with the uniform walking shorts.

- On cold days, girls may wear plain white or navy blue tights.
- TK and Kindergarten girls wear the navy-blue uniform pants as their regular uniform with the school uniform shirt.

Uniforms are to be purchased at Dennis Uniform Company - 2640 N. San Fernando Rd., Los Angeles, CA 90065 (323) 441-0168 Fax: (323) 441-0759 www.dennisuniform.com

- The uniform shirt with our school name and city is the only uniform shirt– for both boys and girls. The sleeves are not to be rolled up.
- All students are required to have the navy-blue school V-Neck **cardigan sweater** (not pullover). It must fit properly and should always be in good condition – whether it is the first or last day of school. No torn sleeves or discoloration. It must be worn during our School Masses.
- On cold days, only vest, the uniform sweater or school sweatshirts may be worn in the classroom or in assemblies. No others are acceptable.
- School Jacket must be plain navy blue with no words or pictures. It can be worn to and from school and at recess when weather necessitates.
- The uniform shorts from Dennis Uniform Company may be worn on designated days: uniform walking shorts are to reach the top of the knees. They are worn with a black belt.
- **Shoes: Only all-black athletic shoes with matching black laces.**
Shoes are not to have high heels, high tops, or high soles. No lights, wheels, or sounds. Shoes should be cleaned frequently.
- **Socks for Girls and Boys:** Plain, white socks with a cuff folded once above the ankle bone or plain white socks to the knee.
- **P.E. uniforms and a recommended separate pair of black athletic shoes must be worn on specified P.E. days.** Students will arrive in their P.E. uniform, and will remain in these uniforms throughout the day.
- Ear piercing: 1 stud earring per ear. Only clear nail polish is allowed.
- No Hair Dye

Using permanent ink, please write your child's name inside each part of the uniform. If a child is out of uniform because of an emergency, a signed note of explanation from the parent must be sent to the Principal's Office. Students arrive and leave in school uniform unless they are in sports. Any exception must be approved by the principal.

Non-Uniform Days are given at the discretion of the principal.

On these days students wear non-uniform clothes or the uniform if they wish. No gang attire to be worn on these days or at any school event. Clothes must fit properly – not too tight or too loose, too big or too small. No bare-midribs. Shoes must be appropriate for the playground and PE. If non-uniform dress day falls on a PE day, **athletic shoes are mandatory**. On these days, if the student wishes to wear shorts, they need to be **the uniform shorts**. Hair guidelines apply on these days. If a child forgets it is a non-uniform dress day he/she will remain in the school uniform.

Parents will not be called to bring non-uniform clothes. Clothes deemed not proper for school by the principal will need to be changed. The parents will be called to bring the student's uniform and he/she will lose the privilege of non-uniform dress day the next time. **Modesty and good taste are expected at all times.**

Food, Gum, Water Policy

- All food and drinks must be kept in the assigned lunch areas.
- Eating is not allowed in the classroom, except as required on rainy days or extremely hot days.
- Water bottles may be used in the classroom, at the discretion of the teacher.
- Gum chewing is not allowed anywhere at any time on school campus or during school functions.

Items Not Allowed

If students bring items that are not allowed at school the items will be kept in the school office, or by the teacher, until a parent comes to claim them. The following items are not to be brought to the school under any circumstances: headsets, ear buds, electronic games, comic books, toys, trading cards, lighters, matches, any item that could be used as a weapon.

Lost And Found

Found articles are placed in the plastic containers at the foot of the steps outside of the Faculty Room. Articles unclaimed for long periods of time will be given to "Loaves and Fishes." **School sweaters need to have the student's name on the inside of the sweater.** All school supplies should be labeled with the student's name. Children should check that each one has his/her own sweater, etc.

Lunch Procedures

Each child is to bring his/her lunch from home unless lunch is purchased through the school lunch program, KNK Lunch, in advance. The school lunch program was initiated for the benefit of the students and parents. **ALL are expected to adhere to the policy of not bringing in food from other places.** No child is to accept a lunch passed over the fence. Students will generally, weather permitting, eat lunch during their assigned lunch period on their assigned lunch benches in the courtyard. Students are to remain in their eating area until all trash has been picked up and a teacher or yard supervisor has excused them. Hot lunch is served daily, Monday through Friday, on full days only.

Mixed Parties

The Archdiocesan Office of Education discourages mixed parties involving the students in the upper grades, even though parties are held at home. Parents are asked to cooperate with this regulation. The policy does not apply to ordinary family gatherings, or to school/parish sponsored events should such events be deemed appropriate by the pastor and principal. Holy Family Grade School does not encourage nor take responsibility for any party, which parents may see fit to hold in their home, involving students from Holy Family Grade School.

Playground Rules and Yard Supervision

Students should maintain safe and respectful behavior at all times on the playground. If a student displays unwillingness or inability to maintain such behavior, a parent conference will be requested to see how this situation can best be resolved.

Students are expected to follow the directives of the yard supervisors at all times. When the bell rings signaling the end of recess, all games should stop and play equipment returned to the bins/bags. If a student is injured or feels ill while on the playground, she/he should report to the yard supervisor and then go the office. At no time should students be on the playground or on the primary play equipment without adult supervision.

Communication Back to School Night

Parents are expected to attend this annual event where the teachers outline their classroom expectations and policies for the year.

Parent/Teacher Communications Procedures

The most effective way teachers and parents can work together is to have frequent, open communication on an individual basis. To contact a teacher you may leave a voice mail message, send a note, or contact the front office. Teachers will make every effort to respond to your communication within 24 hours. **Teachers should never be called at home.**

All teacher conferences are held by appointment only. No teacher is expected to meet with parents at recess, when supervising a class, or preparing for class. The teacher needs time to collect his/her thoughts and give parents their undivided attention. It is professional courtesy on both the part of the parent and the teacher to be informed about the reason for the appointment beforehand. The principal is available for consultation by appointment only, but only after the matter has been discussed with the classroom teacher.

Parent/Teacher Conferences

At the end of the first quarter, a 15-minute appointment will be scheduled between the homeroom teacher and parents to review the student's first quarter report card and standardized test scores, and discuss the student's progress.

Open House

Open house is scheduled annually. Students and teachers prepare their classrooms and display student work for parents, friends, and parishioners. Parents and students are encouraged to attend.

Campus Visits

If you need to pick up your child before dismissal, please come to the school office and sign him/her out. Your child will be called to the school office where he/she may be picked up. **Parents are not to go directly to their child's classroom.** Parents are to sign in at the school office when visiting the school grounds during school hours. Before and after school is teacher prep time. Please be considerate and avoid dropping by the classroom without an appointment.

Holy Family Grade School Extended Day Care Program

Holy Family Grade School offers a School Care Program in Rooms 3 and 13, for those students whose parents desire a safe and caring place for their children to go before and after school.

Hours

Morning Care	6:30-7:30 a.m. - (Room 3) Morning Care
Full Day	3:15 -6:00 p.m. - (Room 13) After Care
Minimum Day	12:00 -6:00 p.m. - (Room 13) After Care

Parents may choose to send their child/ren on a regular basis, or on an occasional basis referred to as “Drop-Ins.”
A fee of \$15.00 for Morning Care and \$40.00 for After Care will be charged for “Drop-Ins.”

Before and After School Care Fees

Morning Care:	\$100.00 / monthly / child \$15.00 / Drop-In /child
After School Care:	\$50.00 / family \$295.00 / month / child \$395.00 / month / 2 children \$495.00 / month / 3 children \$545.00 / month / 4 children \$40.00 / Drop-In / child

Parents are expected to pick up their children no later than 6:00 p.m. Students must be signed out by a parent or other adult specified on the student’s emergency card.

Any student remaining after 6:00 p.m. will be charged \$40.00 Late Pick-Up Fee.

Custody Arrangements

Holy Family Grade School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic record and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Disaster Procedures

Our staff and students have been prepared to respond to fire, earthquake, emergencies, Fire drills are held regularly. The staff is CPR and First Aid certified and is well prepared to fulfill the assigned emergency roles.

Simple first aid will be given to an injured child. Parents will be called to pick up a child who is injured or ill. No medication (including aspirin products) will be given to children at school unless written permission has been received from the parent and doctor. Children may not have in their possession any medication while on school grounds. All medication, with the exception of asthma inhalers must be taken to the school office with written instructions. The school office and classroom teachers must be notified if a student requires the use of an asthma inhaler.

Students are required to have an emergency card on file with the office. According to State Law students may not be on campus after September 1st, unless the emergency card has been properly filled out and returned.

In the event of a disaster, it is likely that many will be unable to return home quickly. We are well prepared to care for your children in these times of critical situations. In the event of a real emergency please note:

- No student will be dismissed from school unless a parent, or individual designated by a parent and listed on the

Emergency Card comes for him/her.

- No student will be allowed to leave with another person, even a relative, unless we have written permission on the Emergency Card. With this in mind, we ask that you complete the Emergency Card completely listing all possible contacts.
- Please do not call the school - we must keep phone lines open for emergency communications.
- Do not immediately drive to school - the school's access route and entrance must remain clear for emergency vehicles.
- Tune your radio to KNX 1070 on the AM dial. Information and directions will be given over the radio. As a general rule, Holy Family Grade School will follow the same procedures as the GUSD schools.

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.

Health and Safety

Encourage your child to practice good hygiene when coughing or sneezing. If a tissue is unavailable, cough or sneeze into the elbow or shoulder, not into the hands. Children who had a fever or who vomited the night before or in the morning, or have a rash, etc. may not return to school within 24 hours. Parents will be called to come for children who are sick and should be picked up immediately. If a child is exhibiting severe flu symptoms, extend the time at home for at least 7 days, even if the child feels better sooner; school-age siblings **should also be kept home and monitored for 5 days.**

Emergency Card

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

In case of emergency, the Emergency Card will be shown to the paramedics or emergency room staff to authorize treatment, and to advise them if a student has any particular medical needs or is on medication. Therefore, it is imperative that the information be accurate, complete, and up-to-date.

When a student becomes ill or is injured, the parent or guardian will be contacted immediately. If the parent or guardian cannot be reached, another person listed on the emergency card will be contacted.

Only minor and very basic first aid will be administered to students at school; no secondary treatment, such as changing or removing bandages, will be administered. Parents or guardians will be contacted immediately if there is any question regarding the seriousness of or complications arising from an injury.

No medicine of any kind, including aspirin, may be given to students without written permission from parents/guardians. See *Medication Authorization and Permission Form*

Immunization

All directives regarding immunization, issued annually by the State of California, shall be implemented. No student may be unconditionally admitted to school unless he or she has been immunized against poliomyelitis, measles, rubella, diphtheria, tetanus, pertussis, and varicella for first admission to schools in California. In addition, Hepatitis B immunization is required for students entering preschool and kindergarten. All students entering grade seven are required to be immunized with a pertussis (whooping cough) vaccine booster called Tdap, and present documentation showing the dates when three doses of Hepatitis B and two doses of a measles- containing vaccine have been received. All students entering a California school for the first time must have a Mantoux tuberculosis test. Immunization for all students is required for admission. There are no exceptions as this is a state law.

Health Records

Every school must comply with all Health Department requirements. Every school has a Health Record Card for each student enrolled in the school. Upon transfer to another school, the student health records are forwarded with the student's transcript to the receiving school.

Medical Appointments

Early dismissal for medical or dental appointments shall be granted when the parents/guardians make a request. Parents/guardians are urged to keep such requests to a minimum and encouraged to make arrangements for care during vacation periods or after school hours.

Medications

The school will not furnish medications. Parents shall provide all medications administered at school.

- A release stating the nature of the medication, signed and dated by the doctor and also signed by the parent, must be provided. See *Medication Authorization and Permission Form*.
- Medications administered at school must be in the original container and labeled. The day's dosage must be sealed, labeled and have the student's name attached. It shall be in an appropriate container, and kept in the school/nurse's office.
- The student shall come to the office for medication
- Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at school. In the event a student is seriously at risk without an Epi-pen or inhaler on his or her person, consideration will be given for a variance.
- Students may not be given medicine prescribed for other family members
- The medication regulations apply to both prescription and non-prescription medications

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

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

Communicable Diseases

The school cooperates with the local health officer in measures necessary for the prevention and control of

communicable diseases in school age children – Education Code, Section 49403(a).

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

Allergies

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

Student Sexual Conduct and Pregnancy

A primary purpose of Catholic education, whether in a school or in religious education or other parish programs, is to guide young persons in the growth and formation of Christian values and moral conduct, including Catholic teachings on the sanctity of all human and family life and a recognition that the sanctity of family life is enhanced by a loving, permanent and mature commitment.

While psychosexual development is an important aspect of the transition to Catholic adulthood, Catholic moral teachings frame this process through age-appropriate expressions of affection, friendship and love. Parents are expected to love and respect each other and their children and are to be the principal role models, examples and educators for their children of these teachings.

Sexual activity that is unwelcome, that threatens an individual or involves any misconduct by a youth or an adult toward another person not only violates these moral teachings but also may be unlawful under state law. Misconduct, whether it occurs in the school, church, home or elsewhere, may be subject to mandatory reporting laws and can subject youth and adults to criminal sanctions. In certain circumstances, sexual conduct, even if it is apparently consensual must be reported and can have criminal implications if one of the participants is not yet 18.

However, should a pregnancy occur, the entire school or parish community should offer Christian support to the mother and father to assure appropriate pre-natal medical and counseling care so that the pregnancy can be brought to term and the infant will have an opportunity to grow and be nurtured as a child of God. In such circumstances, the principal, pastor, youth minister and other appropriate staff will meet with the pregnant couple and their parents to plan for the pregnancy, including alternatives to school and religious education arrangements that are appropriate for the medical, health and safety of the child in the womb, the pregnant couple and the school or parish community. In schools, the principal, in consultation with the Department of Catholic Schools and the pastor (for elementary and parish high schools) shall review all aspects of each case and make a determination, based on the particular circumstances, of the need for any schooling accommodations or arrangements.

In cases of pregnancy, the mother and father (if known) should be encouraged and assisted in obtaining professional medical care and professional counseling consistent with Catholic teachings, including teachings on the immorality of abortion, relevant to the pregnancy and the future of both parents and the unborn child. The Department of Catholic Schools in the Archdiocese can assist in the process and serve as a resource for services and referrals.

Closed Campus

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

Research Projects and Rights of Parents

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

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

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

Removal of Students from School during School Hours

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

Exceptions to this rule may be made only:

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

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

SECTION D: ACADEMICS & CO-CURRICULAR ACADEMICS

Curriculum

The basic program of Grades TK-8 consists of classes in Religion*, Language Arts, Math, Social Studies, Science, Spanish, Music, Art, Computer Technology, and Physical Education. Extracurricular activities include Choir, Concert Chorus (auditions in September), Band/Musical Instruments, Altar Servers, Student Council, California Junior Scholarship Federation (CJSF), Kiwanis Builders Club, Yearbook, Academic League Ambassadors [ALA], Robotics, After-School sports programs, Football, Basketball, Volleyball, Soccer, Cheerleading (Varsity, "B", Mighty Mites, and lower grades Pup Squad), Ballet, Tap, Jazz and other World dances such as Hula, Zumba, and more. Chess, After School Tutoring, Community- sponsored contests, and Service projects.

[*All students (Catholic/non-Catholic).]

The religion program comprises the basic Sadlier Oxford Series "We Believe with Project Disciple" and the

sacramental program for the Rites of Reconciliation and the Eucharist. Students attend the Tuesday 8:00 A.M. Mass each week and participate in the Mass, Penance liturgies, and prayer services such as altar servers, lectors, and cantors. Guidance in Christian living and values is an integral part of the program.

The Parish offers opportunities for the sacraments of Reconciliation, Holy Eucharist, Life Teen, and The EDGE. **Catholics are obliged to attend Mass every weekend.** Your children are here to learn the Catholic Faith. Parents must model what is believed and taught.

Sacramental Preparation

In second grade, Catholic students are prepared for their first reception of the sacraments of Reconciliation and Eucharist. Parents whose children are being prepared for the reception of sacraments will be required to attend special meetings to help them prepare their children for the sacraments.

Family Presence at Weekly Mass

As a Catholic School we recognize that a prime opportunity for parent-directed religious education is participation at Saturday evening / Sunday Mass. As a parish school it is understood that weekly mass participation provides a tremendous opportunity for community building in a Christ-centered environment. It is therefore essential to our mission as Catholic School educators in partnership with parents, that families attend Mass on a weekly basis, and that parents attentively provide example/assistance to their children in developing habits of active participation in Mass.

Homework

The purpose of homework is to reinforce learning by encouraging further research, by organizing and applying knowledge, and by practicing necessary basic skills. Parents are encouraged to provide for their children an environment free from distraction and conducive to good study habits. Teachers will generally assign homework daily. It is the student's responsibility to write down the assignments in the homework agenda book provided. All homework assignments should be completed neatly, carefully, and promptly.

Please check and sign the student assignment book to see that your child is doing homework as it is assigned and that the entire assignment is completed. Each teacher has a policy regarding homework that is not completed.

Upon returning to school after an absence, it is the **student's responsibility** to find out what work must be made up. Teachers will NOT provide class work or homework for future dates, such as for absences due to family vacations. Suggested homework schedules are as follows:

Grades TK –K	Homework not to exceed 30minutes
Grades 1-2	Homework not to exceed 30minutes
Grades 3-5	Homework not to exceed 1 hour
Grades 6-8	Homework not to exceed 2 hours

This does not include assigned reading time or time spent on long-range assignments.

At the end of each quarter a report card is issued to every student in grades TK-8. Report cards should be reviewed, signed by a parent, and returned to the homeroom teacher.

If a student is absent for fifteen or more days within the same grading period, report card grades may be withheld until the work is made up.

The Department of Catholic Schools employs the following system for the Archdiocese of Los Angeles for evaluating academic work or progress:

ARCHDIOCESAN GRADING SYSTEM

Transitional Kinder (TK) and Kindergarten - Grading System

M = Demonstrates expected development
X = Demonstrates emerging skill
T = Needs more time to develop

1st -8th Grade - Grading System - Academic Performance

GRADING SYSTEM	B- = (80-82%)
A+ = (100%)	C+ = (77-79%)
A = (95- 99%)	C = (73-76%)
A- = (90-94%)	C- = (70-72%)
B+ = (87-89%)	D = (61-69%)
B = (83-86%)	F = (60% & Below)

The standardized testing program is that of the Archdiocesan, quarterly STAR Tests in Math and Reading which measure skills and abilities. These standardized tests provide the teacher and parents with information as to which areas of the curriculum an individual may need help. Students in grades five and eight also take the ACRE Test which is an assessment of their knowledge of the Catholic religion. Tests supplied by the publishers of the various textbooks, as well as teacher-prepared tests, are given periodically in order to evaluate the progress of the students.

End of Year Awards

Perfect Attendance: This is awarded at the end of the year for students who were not tardy or absent for the entire year (except in case of an otherwise valid excuse, i.e. one medical or dental appointment)

Citizenship Award: This is awarded at the end of the year to students.

Excellence Award: PAEA, PAEE are given to students who receive an end of year cumulative **GPA of 3.5** and above grade equivalent.

California Junior Scholarship Federation

C.J.S.F is an academic honor society. Its purpose is to foster high standards of scholarship, service, and citizenship on the part of students in grades 7 and 8 in California. Students must maintain excellent grades, with no single grade less than a B-. The number of points earned on the quarter report card determines membership. Students must earn a total of 12 points to qualify, with A's worth 3 points and B's worth 1 point. Graduating students who have maintained membership for a total of six or more quarters in seventh and eighth grade are eligible to receive a gold seal on their diploma, a lifetime membership pin, and a gold cord of honor to be worn over the graduation gown.

Promotion

The decision to promote a student to the next grade or to retain him/her in the present grade should be based on a consideration for the overall welfare of the child. Promotion is not based on academic marks alone, but upon age, maturity, and total achievement. Retention may be considered if it is deemed to be in the best interest of the child. The classroom teacher, with the approval of the principal, will inform parents by the end of the first semester if retention in a grade is possibly considered necessary for a child to attain success and self-confidence. Teachers will then communicate regularly with the parents regarding student progress during the remainder of the academic year. The student attendance in Summer School may serve as a factor to consider student grade level promotion. Although the opinions of the teachers and parents are significant factors, the final decision to retain a student is the responsibility of the principal (Administrative Handbook, Archdiocese of Los Angeles, Department of Catholic Schools).

Field Trips

All field trips have a stated educational purpose and objectives and all students are required to attend. If students do not participate in the field trip, they will be given an assignment related to that specific subject area. Field trips are a privilege and students may be denied participation in these trips if they fail to meet behavioral or academic requirements.

The field trip policies listed below apply to class trips, school group trips (*e.g.* choir, ALA) and trips for school sport teams. The schools may plan field trips for one or more days including overnight field trips. The school, at its option, may decide not to offer overnight field trips. All field trips, whether day or overnight must comply with the following requirements:

- Prior permission of the principal.
- Signed and dated Student and Youth Activity Permission Forms and Emergency Medical Authorizations from parents. All Permission and Authorization Forms must be in the possession of the supervising adult during the trip. Copies of the forms are attached as *Appendix B and C*.
- All participants must have appropriate identification and travel documents
- All archdiocesan policies on safe environment must be followed, including background checks for vendors providing the trips, as applicable.
- For trips outside the 100-mile radius of the school, guidelines must include consideration of the

ability of parents to incur cost, the financial impact of the trip on other school fundraising activities and class work missed by students.

- State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips. First aid kits must be carried in all vehicles transporting students to school sponsored activities. Student emergency information must be immediately available to the supervising adult. At least one adult chaperone shall be in possession of a cell phone. A snakebite kit must be included in any area where there may be poisonous snakes.

Transportation Policies

- Transportation may be by personal car, school or chartered bus or van, boat, or airplane.
- Although discouraged, school employees, including teachers and coaches, may drive two or more students to or from athletic and co-curricular trips or events in their personal vehicle. School employees may not be alone with a student in a vehicle.
- School employees and parent or guardian volunteers driving students in their own cars must be at least 25 years of age, have a clean driving record for the past three years, a valid Class C driver's license and current, valid California automobile insurance. Each vehicle must have individual seat belts for each student. A copy of the parent or guardian's driver's license and insurance declaration page must be kept on file at the school.
- All contracts with bus companies or other transportation vendors must be submitted to the archdiocesan Legal Department for review prior to signature. Schools may only use buses or vans with valid California State approved licenses or charters. Verification may be obtained on the state Public Utilities website at <http://www.CPUC.ca.gov>. In addition, schools must verify insurance coverage of the transportation company.

Graduation

Graduation occurs one week before the end of the school year. The graduation fee of **\$375.00 for 8th** graders is due **on November 15th, 2022 and the 8th Grade Legacy Fee of \$325 is due on January 11th, 2023.** All financial obligations for those in the graduation class need to be paid in full by May 1st. Any payment made after this date must be paid in cash or by money order. Be advised that any student whose family accounts are not paid in full will not be in the graduation ceremony. This includes payment for any unworked Service Hours.

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. The school employs a Resource Teacher to assist struggling students.

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

All tutors and entities must comply with the procedures and policies of the extended school day program and

the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

Extra-Curricular Program

Participation in all extracurricular activities is contingent upon good academic standing and satisfactory grades in both effort and conduct. Students not maintaining good standing may be placed on extracurricular probation and excluded from team activities until good standing has been established as per the requirements stated. Absence from school during the day precludes participation in school sponsored extra-curricular activities on that day.

ALA [Academic League Ambassadors]

The ALA Team is open to students in grades 6 - 8. Students train in ten academic events including individual events in Religion, Math, Literature, English, Social Studies, Science, Speech and Fine Arts. Additionally, students compete in two team events: the Logic Quiz, and Super Quiz. Students compete with other Catholic schools throughout the Archdiocese of Los Angeles for a chance to compete at the state and national levels. Students meet regularly to prepare for the annual Archdiocesan competition held in March. **Students on the Academic Decathlon Team must maintain at least a B average, with no single grade lower than a B-.**

CYO Athletics Teams

Holy Family Grade School is a member of the Catholic Youth Organization, and participates in intramural team sports including flag football, boys' and girls' volleyball, boys and girls basketball, track and field, girls' softball and cheerleading. Students may try out for teams seasonally. Practice and game schedules are available from the coaches or the Athletic Director. CYO sports are open to students in grades 3 - 8.

A fee is charged for each after school sport in which a student participates. This fee is due prior to the first game of each season and helps to cover some of the many expenses incurred by a sports program (referees, uniforms, etc.). Practices for games are held after school. School insurance covers participation in school sponsored athletic events and practices. Parent permission forms must be on file in the office before a student can participate in the sports program.

School Choir

The school choir is open to students in grades 4 - 8. Students audition for choir in the fall and meet once a week during school time. The School Choir participates in student liturgies and seasonal performances throughout the year.

School Families

The School Families program involves every member of Holy Family Grade School.

Students in grades TK - 8 are assigned to a family, with the goal being each family containing one student from each grade. Eighth grade students act as the family leader. Families meet throughout the year for prayer, activities, and spirit building projects. These projects are planned by Student Council and take place in various activities during the school day.

Student Council

Holy Family Grade School is a member of the Association of Catholic Student Councils. The student body elects officers and commissioners, from grades 6-8, annually. Student Council meets weekly to plan events for the student body which build school spirit and minister to the needs of the entire school family. During the term of the office, academic grades must average a "B" with no grade lower than a "C". If average of grades drops below a "3.0", he/she will be placed on probation from Student Council, as per administrative directive. The officer must maintain a "B" or above in conduct during the term of the office. **Students must have at least a satisfactory rating for conduct/behavior in order to participate in extra-curricular activities.**

SECTION E: DISCIPLINE

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

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

CONDUCT

***Behavior Grade Guide for TK - 8th Grade - *A behavior grade is included on the Report Card.**

Behavior/ Conduct Grade Guide for TK through 8th Grade

The **conduct grade** is reflective of how students **conduct** themselves.

Standards for student conduct apply to HFGS students in the classroom, on campus, off campus in the surrounding community, off campus at HFGS & HFCC - sponsored events, online sites, and any social media. Our grade school is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Our students must choose behaviors that contribute toward this end. Student behavior that is not consistent with our schoolwide expectations is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences. Consequences are applied based on student's **behavior**, work habits, and following school policies.

A – F will be used for grading TKrd through 8th grades in CONDUCT and EFFORT.

In reporting on conduct, the teacher can indicate whether the student meets expectations in cooperating with others, respecting others and observing rules and procedures. In reporting on work habits, the teacher can indicate whether the student uses time wisely, listens carefully, completes assignments, writes legibly, works independently or seeks help when needed, and completes work. The following grades and descriptors will be used:

A – Excellent; meets all expectations (93-100%)

B - Above Average; meets some expectations (85 – 92%)

C – Satisfactory; inconsistently meets expectations (74 – 84%)

D – Below Average; does not meet expectations (65-73%)

F – Unsatisfactory; does not meet expectations despite reminders and communication with parents (Below 65%)

Indicators for Grading Behavior, Work Habits, General Conduct, and Social Skills

- Displays outstanding traits of **FORTITUDE**.
- In-class behavior is excellent.
- Has a positive attitude towards school.
- Is respectful and considerate.
- Makes a sincere effort and works hard in class.
- Displays an enthusiasm for learning.
- Is a leader and a positive role model for other students.
- Demonstrates positive character traits.
- Does well when he/she focuses on the task at-hand.
- Has difficulty completing class assignments in a timely manner.
- Requests a great deal of adult assistance when completing school work.

- Needs to work on sitting still and focusing on class lessons.
- Needs to work on organizing school supplies.
- Needs to treat others with respect.
- Needs to use language that is appropriate for another person.
- Is eager to participate in class discussions, but he/she needs to raise his/her hand when he/she has something to say.
- Often forgets his/her books and assignments.
- Frequently comes to class unprepared.
- Needs to complete homework assignments on time.
- Needs to work on following written and oral directions.
- Has difficulty concentrating.
- Does well when he/she slows down and checks his/her work carefully.
- Does well on class assignments.
- Listening skills need improvement.
- Needs to keep his/her hands to himself/herself.
- Needs to follow school rules in lunch and special areas.
- Needs to socialize with other students throughout the school day.
- Needs frequent reminders to stay focused throughout the school day.
- Frequent absences are affecting school work.
- Does not attempt to make up missing or late work.
- Become a more active participant in class discussions.
- Needs to follow teacher directions without complaining.
- Is becoming more independent when completing class assignments.

Maintenance of Effective Discipline

Effective discipline is maintained when there is

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

We have established certain rules and consequences dealing with the issue of discipline in each of our classrooms. Specific classroom rules, rewards, and consequences are outlined and discussed at the beginning of the school year.

A student enrolled at Holy Family School assumes the personal responsibility for his/her conduct. Each student is obliged to be considerate and respectful of classmates, teachers, and all adults. Students are asked to accept this opportunity to become a part of the school community by fully respecting the rights and privileges of all the other members of the school community. The basic attitude of respect characterizes the actions of the student toward himself/herself, other students, teachers, custodians, visitors, guests and principal.

The Holy Family Grade School student is expected, therefore, to conduct himself/herself according to the principles of Christian and civic behavior.

In addition to adherence to the rules and consequences posted in every classroom each student is expected:

1. To be honest in all dealings with other students, teachers and school personnel
2. To cooperate positively with classmates, teachers and school personnel
3. To respect the rights and the value of each individual person on the school premises or at school-

sponsored events and functions

4. To use appropriate language at all times
5. To comply promptly with the directions of the school officials
6. To be courteous, attentive and respectful when classmates, teachers, visitors, administrators or speakers address individual classes or the assembled student body
7. To be responsible for the care of all materials loaned to the student for the course of studies during the year
8. To follow the published dress/grooming code and to be in complete school uniform while at school
9. To play in assigned areas, in a manner that is safe for everyone, to keep the school environment neat and clean by using the trash cans for litter
10. To complete all assigned work

Students are not allowed:

1. To leave the school grounds at any time during the school day unless written permission and clearance from the office is given
2. To be in the classroom without teacher supervision
3. To fight or “play fight”
4. To eat or play in the restrooms
5. To chew gum or eat sunflower seeds on campus

Disapproved Disciplinary Measures

The following disciplinary measures are forbidden:

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

Benching / Infraction Slips

- No student shall be required to remain in the classroom during the lunch break, or during any recess. All students are required to leave the classrooms at recess and lunchtime, unless it would occasion a danger to health.
- Benching during recess is considered an appropriate means of discipline
- A student shall be benched or receive an infraction slip in school for disciplinary or other reasons (i.e. no homework, no project, misbehavior, incomplete uniform, etc.)

The number or frequency of benching/infractions will be reflected on the report card.

Suspension

Any of the reasons listed for expulsion with mitigating circumstances are adequate causes for suspension of a student.

- No student shall be suspended from school for more than two consecutive weeks, unless there is an ongoing police investigation of a possible crime, in which case the student may be suspended during the entire investigation.
- Notice of suspension must be given to the parents or guardians by telephone, e-mail or in a conference.
- The principal shall schedule a conference with the suspended student’s parents or guardians to discuss matters pertinent to the suspension, especially the means by which the parents or guardians and the school

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

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

Expulsion

Reasons for Expulsion

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

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

Procedure for Expulsion

- Except in cases involving grave offenses, the following steps must be taken:
- A conference must be held with the parents or guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless behavior improves immediately. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion.
- If behavior does not improve, the final decision will be announced at a second conference attended by the principal, teacher, and parents or 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 or her own authority expel a student.
- Full credit will be given for all work accomplished by the student up to the moment of expulsion

Written Record

A written record of the steps leading to expulsion must be kept on file with copies of all communications and reports.

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 there is no requirement to hold the initial parent- principal conference.
- The procedure involving cases of grave offenses is followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members.
- When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents or guardians.

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 reported to the elementary supervisor at the Department of Catholic Schools. The County Office of Education where the school is located may require notification of pupil expulsions.

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.

Home Study

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

Interview and Removal from School of Students by Police Officers

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

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

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

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

Principals must notify the Department of Catholic Schools if a student is removed from school by law enforcement or Child Protective Services.

Interview of a Student during School Hours by a Police Officer

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

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

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

- Obtain a business card and confirm the identity and official capacity of the police officer and the authority under which he or she acts. In the case of the release of the student to the officer, the reason for such an action
- Child Protective Agency workers may interview for the purpose of their legal obligations to investigate reported child abuse or neglect. Child Protective Agency workers are authorized to assume custody to remove a child from school.

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

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

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

Guidelines Related to Possession and Use of Alcohol and Controlled Substances

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

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

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

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

Procedures in the Case of Suspected Possession or Use of Alcohol and Controlled Substances

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

- Evaluate observable symptoms
- Attempt to determine if the student is in possession of alcohol, drugs, controlled or other harmful substances
- Interview the student in the presence of an adult witness
- Request the student's cooperation in conducting a search of his or her person and possessions (search may include the student's locker and other locations on the school grounds, the student's car where it is suspected that controlled or other harmful substances may be hidden)
- Determine the need for medical attention; in cases which require emergency medical treatment, contact the parents and follow the instructions on the emergency card
- Recommend examination by a physician
- Provide information to parent or guardian regarding the availability of public or private resource agencies for rehabilitation
- In cases where sale or possession is verified, school administrators follow these procedures:
- Confiscate all physical evidence obtained as a result of the investigation by sealing the evidence in a container bearing the date and the time of confiscation, the name of the student from whom it was confiscated, as well as the signature of the person(s) who confiscated it.
- Consult with police. The degree of involvement by the police will be determined in each case. If a student involved does not have a history of substance abuse or significant delinquent behavior, the police may determine that no further involvement by a law enforcement agency is necessary
- When a principal or other school official releases a minor to a peace officer, the school principal shall immediately notify the parent, guardian or responsible person regarding the release and the place to which the minor is reportedly being taken.
- If an arrest is made and the student is removed from school, a representative of the law enforcement agency notifies the parent or guardian prior to the time that the student would normally return home from school. If an arrest is not made, the student may be suspended from school. A conference with the parent and the student should be arranged in a timely manner.

Harassment, Bullying, and Hazing Policy

The school is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any

other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

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

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

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

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

Students also may be involved in cyber bullying, 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, web sites or social communication networks
- Using someone else's user name to spread rumors or lies about someone

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

Students are responsible for:

- Conducting themselves in a manner that contributes to a positive school environment
Avoiding any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing
- If a student is a target of harassment, bullying or hazing, when possible, informing the other person(s) that the behavior is offensive and unwelcome
- Reporting all incidents 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 and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

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 or guardians of the student who has made the threat will be notified.

Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, will be notified immediately.

The police will suspend the student who has made the threat until the investigation 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.

Cheating

Cheating and dishonesty are contrary to the philosophy of Holy Family Grade School. Cheating can be a cause for suspension, probation, or dismissal from school. The school interprets cheating as follows, though not limited to the following:

- Copying assignments or allowing another student to copy assignments in or out of class
- Giving or receiving answers to quizzes, tests and examinations
- Looking at another's paper or allowing another to look at one's paper
- Plagiarism
- Doing another person's work or allowing another to do one's work

When a student is involved in a cheating incident, the teacher takes the following actions:

- Assigns a failing grade to the test, quiz, or assignment
- Calls parents
- Issues a conduct referral
- Hands the matter over to the principal



HOLYFAMILY GRADE SCHOOL

Where aspiration begins early, and thrives.

ADMISSION TESTING = \$30/new student

REGISTRATION = \$400/child Due: March 8, 2022
or \$500 if past the due date.

TUITION Due: Every 1st of the month beginning Aug. 1st

Transitional Kindergarten = \$7,050/year

Kindergarten thru 8th Grade:

1 Child	\$6,150/year
2 Children	\$10,650/year
3 Children	\$15,500/year
4 Children	\$21,000/year

FACTS Installation Fee = \$50/account/family

This fee is debited from your account automatically and payable directly to FACTS.

CAPITAL PROJECTS FEE = \$400/family Due: June 1, 2022

Textbook/eBOOK/Tech FEE = \$275/student Due: June 16, 2022

PTO ANNUAL DUES = \$40/family Due: July 15, 2022

PARENT SERVICE HOURS - 40 HOURS PER YEAR/family

10 service hours are required for the Parish Country Fair.
Unfulfilled hrs. at **\$20/hr.** up to **\$800** due the day after Jog-a-Thon

3 MANDATORY FUNDRAISERS A YEAR

Parish County Fair Raffle tickets = **\$225/family Due: Sept. 8, 2022**

March Madness = **\$225/family Due: Feb. 9, 2023**

Jog-a-Thon = **\$175/child Due: April 3, 2023**

There are also OPTIONAL fundraisers during the year.

Tuition & Fees

School year 2022-2023

Registration for SY 2023-2024 is on March 8, 2023.

MISCELLANEOUS FEES

Late fee for late Tuition and all other miscellaneous fees = **\$50**

Missed PTO General Assembly = **\$50/family**

Student Tardiness = **\$10/day**

Cheerleading = **\$110/child**

Sports = **\$150/season/child**

Concert Chorus fees = **\$160** annually/child

Musical instruments = **\$90** monthly/child

TK/Kinder through 8th STAR Standardized and Achievement

Tests with ACRE Tests for 5th and 8th grades =

\$200 Annual/child Due: July 15, 2022

SPECIAL CLASS FEES

FHC Class (mostly 2nd graders) = **\$275/child Due: January 11, 2023**

8th Grade Graduation Fee = **\$375/child Due: Nov. 15, 2022**

8th Grade Legacy Fee = **\$325/child Due: January 11, 2023**

MORNING CARE (6:30 am - 7:30 am)

MC Registration = **\$50/family**

\$100/month/child

Drop-in rate (am care) = **\$15/day/child**

AFTER SCHOOL CARE (3:15 pm - 6:00 pm)

ASC Registration = **\$50/family**

\$295/month/1 child

\$395/month/2 children

\$495/month/3 children

\$545/month/4 children

Drop-in rate (pm care) = **\$40/day/child**

Late pick up fee = **\$40/child** (1st 15 minutes; additional fee/min.)

STUDENT OPPORTUNITIES

PROGRAMS

- Foreign Language: Spanish Classes from TK/Kindergarten through 8th Grade - 2 Sessions/week within school hours
- Zero Period Algebra 1 & Math Enrichment
- iPads, Academic Apps for TK-8th, and e-books for Grades 6, 7 & 8
- STEM TK-8th/Science Robotics for Grades 4, 5, 6, 7, and 8

CURRICULAR/EXTRA-CURRICULAR OFFERINGS

- ALA (Academic League and Ambassadors)/CML (Catholic Math League)
- Altar Serving for Grades 5, 6, 7 & 8
- Academic Competitions (Spelling, Math, Social Studies, Science, Religion, Art, Penmanship & Spanish Class Exhibit)
- CJSF (California Junior Scholarship Federation)
- EDGE, Catholic Middle School Youth Ministry

- Kiwanis Builders' Club for Middle School
- Student Council and Student Ambassadors
- Grade Level Field Trips
- Guidance Counseling
- Advanced Learner Program (Gifted)
- The Inclusion Program & STEP (Support Team Education Plan)
- Sports (Volleyball, Flag Football, Basketball, Cheerleading)
- Cub & Boy Scouts/grades: K-5th
- Girl Scouts
- Music - Concert Chorus/Children's Choirs
- Musical Instruments/Band/Guitar Class
- Art Classes/Drama/Theater
- Yearbook
- Dance

Hail to Our School, Holy Family

(Alma Mater Song)

Hail to our school Holy Family
where pride and dignity,
love and unity prevail.
Hail to our school Holy Family
where every day we learn and play
with Jesus as our Guide.
Hail to our school Holy Family
Our Thanks we give to you
for it is here we learn
to live as a community.
Hail to our school Holy Family!

Composed by: 5th Grade Class of 1988 and Mrs. Marian Heintz
Arranged by: Mr. Tomas Makiling

*** Parent/ Student Policies Agreement Form***

ACCEPTANCE OF PARENT/STUDENT HANDBOOK 2022-2023

Our family has read the Holy Family Grade School Parent/Student Handbook posted in the school's website. 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 commitments to fulfill our obligation according to the requirements of the Handbook.

Father's Signature _____ Date _____

Mother's Signature _____ Date _____

Student's Name _____ Gr. _____ Signature _____

Student's Name _____ Gr. _____ Signature _____

Student's Name _____ Gr. _____ Signature _____

Student's Name _____ Gr. _____ Signature _____

Please print student names and grades.

Please return this signed form promptly to the School Office on or before the beginning of the school year. This form will be placed in the students' permanent file.



EXTENDED CARE REGISTRATION

For School Year 2022 - 2023

I wish to enroll my child/children in the Holy Family Grade School Extended Care Program:

Family Name _____

(Please print.)

Name of Child/Children:

Grade in 2022 – 2023 _____

Grade in 2022 – 2023 _____

Grade in 2022 – 2023 _____

Please Check:

Monthly (Registration Fee \$50/family)

☐

Morning Care

☐

Afternoon Care

Drop Ins

☐

Morning Care (6:30am-7:30am) \$15/day/child

☐

Afternoon Care (3:16pm -6:00pm) \$40/day/child

August 2022 extended care sessions charge the same drop-in rates. Monthly rate starts on September 1st. All fees are invoiced and paid via FACTS Management. Drop-in rate (pm care) = \$40/day/child; Late pick-up fee = \$40/child (1st 15 minutes; additional fee/minute)

Note:

- This is the only form you need to fill out to enroll in Extended Care. All other information required will be taken from your yellow Emergency Information Card.
- Child/ren need to be signed in for Morning Care and signed out for After School Care. Only Authorized Adults may sign child/ren in and out.
- To withdraw from Monthly Extended Care, please notify the Bookkeeper, Mrs. Leonora Bautista **at least 30 days in advance**. Email address: LBautista@hfgsglendale.org or 818-243-9239 ext. 111.
- **All monthly fees are due the 1st of each month** and will be automatically debited **via FACTS Management**. A Late Fee of \$50.00 applies if not paid after this date.

PARENT SIGNATURE _____ Date _____

Print Parent's Name if different from Student Name: _____

Contact Number _____ Email _____

Monthly Rate: Registration Fee \$50/family

Monthly Morning Care \$100/month/child (September – June) **Monthly**

After School Care:(September – June)

1 Child/month
\$295

2 Children/month
\$395.00

3 Children/month
\$495.00

4 Children/month
\$545.00



Where aspiration begins early, and thrives.

USE OF COMPUTER SYSTEM CONSENT:

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

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

The HFGS School network Internet services are used by student in TK-8th grade.

Parent's Name: _____
(Please Print)

Parent's signature: _____ Date: _____

Student's Name: _____ Grade: _____
(Please Print)

Student's Signature: _____ Date: _____

HOW CHILDREN GO HOME AFTER SCHOOL

June 6, 2022

Dear Holy Family Grade School Parents,

Please fill out this form letting us know if your choice of your child's release method after school hours.

____My child/ren is/are picked up each day by car, by myself, or by

____My child/ren is/are part of the After Care School (ASC) Program.

____My child/ren is/ have my permission to leave school on their own after school or after- school activities they are signed up for.

____My child/ren walks/walk home.

*Child's Name _____ Grade _____

*Child's Name _____ Grade _____

*Child's Name _____ Grade _____

Parent's Name (Please print.) _____

Parent's Signature _____

Date _____

Students who are not picked up between 3:00 p.m. and 3:15 p.m. during dismissal time or past the Sports or extra-curricular activities' dismissal schedule will be signed in with our After School Care (ASC) Program.

This is for the safety of all the children.

Thank you,
Dr. Fidela Suelto
Principal

PLEASE RETURN by **June 10th, 2022**

Start of the Year: Sports Physical Form

June 6, 2022

Dear Parents and Students in Grades 4, 5, 6, 7, and 8,

This letter is for those who intend to participate in any CYO sports or in any Spirit Squad teams this coming school year **2022-2023**. **Those who wish to participate must have a sports physical before being able to do so.** This would include any sport or Spirit Squad practice. You may go to your doctor or refer to the list below. Take the enclosed form with you. They may use this form or one of their own. It needs to state that you are in good health, cleared to fully participate in sports, and must be signed by the physician. The form should indicate the name of the facility.

The following list is provided for those who might need it.

Verdugo Hills Urgent Care

544 N. Glendale Ave.

Glendale, CA 91206

(818) 241- 4331

(Open every day 7:00 a.m. - 8:30 p.m.) Tuesday, Wednesday, and Thursday are not as busy as other days.

Saturday & Sunday hours are from 9:00 a.m. to 5:30 p.m.

A parent will need to be with you.

The cost is \$65.00. Please inform them that you are from Holy Family Grade School – Glendale.

Health Advantage

1450 N Lake Ave

Pasadena, CA

(626) 798-7805

Please call for an appointment

Marirose Martinez

Holy Family Grade School

Office Manager

**SPORTS PRACTICE BEGINS WHEN SCHOOL STARTS SO IT IS
IMPORTANT TO HAVE THE SPORTS PHYSICAL TURNED IN ON
THE FIRST DAY OF SCHOOL (August 22, 2022)**

(Please see Sports Form at the back of this page.)

SPORTS PHYSICAL EXAM FORM FOR SCHOOL YEAR 2022-2023

My child has permission for a sports exam.

Parent Signature _____ Date _____

_____ had a physical on _____
(Name) (Date)

and is found to be in good health as well as cleared to fully participate in all sports.

Name of Physician (PRINTED)

Signature of Examining Physician

Address of Facility (Use stamp.)

Dear Parents and Students of Grades 4, 5, 6, 7, and 8,

To participate in sports/spirit squad practice or games, your child must turn in this permission form to:

Holy Family Grade School
400 South Louise St.
Glendale, CA 91205 (818) 243-9239

Print Student's Name

Grade SY **2022-2023**

DOB, Date of Birth

My child _____ has my permission to participate in CYO and School Sports in the 2022 – 2023 School Year.

Parent's Signature

Date

Name (PRINTED)

iPad Acceptable Policy 2022 – 2023

To ensure the learning and safety of all our students, Holy Family Grade School students and parents agree to both read and follow these guidelines:

1. iPads are for educational use. Students who play games, text, or access any social networks during class time will have their iPads held by the teacher until the student's parent or guardian sets up a meeting to discuss the incident.
2. iPads must be turned OFF at the beginning of the school day and will be turned on only when asked by the teacher. This will help with Internet issues.
3. All iPad wallpaper and backgrounds must be school-appropriate.
4. Watching videos online is disruptive to both learning and our wireless networks. Videos online make the Internet slow for everyone else streaming videos from the Internet or the YouTube app during school hours is prohibited.
5. Students are allowed to install games on the iPads. However, these games should not be on the first few home screens nor should they be played during school hours.
6. To ensure the safety of your iPad, students are not allowed to take their iPads out to morning or lunch recess.
7. Students are responsible for updating their apps and the iPad software on a regular basis. Backups should be made on their laptop or desktop computer once or twice a month. Backups can also be done to the iCloud on higher versions.
8. Students are responsible for writing down their iPad's lock-screen password. Teachers cannot reset this password.
9. Students are allowed music on their iPads. However, music can only be listened to with a teacher's permission. No streaming of music is allowed at school. Files must be in iTunes.
10. When walking to or from school, be safe and smart! Don't show or use your iPad. You don't want to be at risk of being robbed or mugged.
11. The agreement on C3 Ignite iPad Grant will be respected.

Mrs. Ashley Liberda

Dr. Krikor Kiladjian

New 6th MS Faculty

Mr. Tomas Makiling

Mr. Karl Johnson

Mr. Scott Blackwood

Mrs. Teresa Nelson

Ms. Katy Huntley

TK – 5th Grade Faculty
& Allied Teachers

Dr. Fidela Suelto (**Principal**)

Parent Name/Signature _____ Date: _____

Student Name/Signature _____ Date: _____

Parents – Please feel free to set rules at home for when and where iPads can be used.

**ARCHDIOCESE OF LOS ANGELES
DEPARTMENT OF CATHOLIC SCHOOLS**

Parent Notification for the Administration of Medication at School

To the Parent/Guardian:

Medical treatment is the responsibility of the parent(s)/guardian and family physician. Medications, **both prescription and over the counter**, are rarely given at school; the only exceptions involve special or serious problems where it is deemed absolutely necessary by the physician that the medication be given during school hours. **The parent/guardian is urged, with the help of your child's physician, to work out a schedule of giving medication at home, outside of school hours, whenever possible.**

In the event that it is necessary to administer medication during school hours, school personnel will assist in carrying out the physician's recommendations. Medication will be stored in a secure location, as defined by school policy.

If medication is to be administered at school, all of the following conditions must be met:

- Completion of an authorization form for the administration of medication at school by both the parent and physician. This must include the condition for which the medication is to be given, name, dosage, routine, and specific instructions for emergency treatment.
- Medication must be delivered to the school and picked up by the parent/guardian or other responsible adult.
- Medication must be in a pharmacy-labeled container or a sealed and labeled package. Loose unlabeled pills will not be accepted. (Ask the pharmacy to provide a second labeled container for school use)
- An appropriate measuring device must accompany all liquid medication.
- A separate form is required for each medication.
- Additional authorization forms are required for inhalers and diabetic management.

This request is valid for the duration of one academic year. Whenever there is a change in medication, dose, time, the parent(s)/guardian and physician must complete a new form.

Thank you in advance for your cooperation.

ARCHDIOCESE OF LOS ANGELES MEDICATION AUTHORIZATION AND PERMISSION FORM
One form per medication

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

A. _____
Last Name of Student First Name Grade

Name of Medication Purpose of Medication

Dosage Frequency (times to be administered at school) Dose form (tablet/liquid)

Date of Prescription Length of time this medication will be necessary _____

B. Physician's Recommendations. (Please check where applicable.)

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

____ Medication may have adverse effects (explain) _____

Special instructions and/or comments _____

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

Printed Name of Licensed Physician Signature of Licensed Physician

Physician's Telephone Number Date

D. Permission for Medication to be Taken During School Hours

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

Date Daytime Telephone Primary Emergency Contact Number

Signature of Parent/Guardian

The Principal's Right to Amend

Important: The principal has the right to amend policies within the school year for the general welfare of the students and the school community. Amendments to existing school policies are in consultation with the Pastor and the Department of Catholic Schools, Archdiocese of Los Angeles.