



faith + community + education

# *Saint Dominic School*

## *2019-20*

2005 Merton Ave.

Los Angeles, CA 90041

www.stdominicla.us

323-255-5803

After School Care 323-255-9360

Parish Center 323-254-2519

### **Introduction to the Parent-Student Handbook**

#### **Welcome to St. Dominic School!**

We are using this handbook as a means of communicating between home and school. There are many policies, regulations, and services discussed in these pages. Sections of this Parent-Student Handbook are particular to St. Dominic School. Other sections are policies and procedures of the Archdiocese of Los Angeles, most of which can be found at <http://handbook.la-archdiocese.org/>. Please read and keep this handbook readily available throughout the year.

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

#### **Go Saints!**

*After reviewing the handbook, parents/guardians are asked to sign the Handbook Acceptance form and return it to school.*

## **GENERAL INFORMATION**

### **School Personnel List**

Mrs. Emily Diaz, Principal  
Ms. Lucy Cuevas, Lead Preschool Teacher  
Ms. Maribel Macias, Preschool Teacher  
Ms. Tyler Egans, Preschool Long-Term Sub  
Ms. Teresa Jordan, TK Teacher  
Ms. Ana Alvarado, TK Aide & Daycare  
Mrs. Danielle Serafin, Kindergarten Teacher  
Ms.Emily Rivera, Kindergarten Aide  
Ms. Tracy Thornton, First Grade Teacher  
Ms. Norma Rodarte, Second & Third Grade Aide  
Ms. Chris Buckowski, Second Grade Teacher  
Mrs. Sandra Ramdwar, Third Grade Teacher  
Mr. Anthony Grasso, Fourth Grade Teacher  
Mr. William Horlacher,, Fifth Grade Teacher  
Sister Jane McHugh, SND, Sixth Grade Teacher  
Mr. Jim Goldner, Seventh Grade Teacher  
Mrs. Meagan Sullivan, Eighth Grade Teacher  
Ms. Kathleen Craughwell, Junior High Social Studies & Religion Teacher  
Mr. Rudy Acosta, Music Teacher & Choir Director  
Ms. Genevieve Boccia, P.E. Teacher  
Mrs. Angela Nuno, Office Manager  
Mrs. Rosalinda Montes, Bookkeeper  
Mr. Leo Chavez, Maintenance

### **Mission Statement**

St. Dominic Parish School, a Catholic faith-filled community, provides quality education which fosters the development of the whole child in a safe, caring, and academically stimulating environment.

### **Philosophy of St. Dominic Parish School**

St. Dominic Parish School is a Catholic faith community united around the Gospel values of love, hope, and social justice. As a community, we help one another to live lives committed to Christ and to recognize our responsibility in building a just and peaceful world.

We view education as a lifelong journey towards wholeness. We guide students to accept responsibility for their own learning, and we support parents as the primary educators of their children.

As educators within our faith community, we foster the growth of each student in all major areas of human development: religious, spiritual, moral, intellectual, physical, emotional, cultural, and social. We strive to

prepare the students to be contributing members of their family, Church, and school, and of their civic, economic, and global communities. We value every person as unique, encourage each student to become aware of his or her own special gifts, and honor the individual unfolding of those gifts.

## **Schoolwide Learning Expectations**

A graduate of St. Dominic Parish School will be....

*A committed Catholic who:*

- Has a firm foundation in, knowledge of, and love of the Faith.
- Actively participates in the Mass, sacraments, and traditions of the Church.
- Is a truthful and respectful person who tries to be like Jesus.
- Willingly shares his/her gifts to serve others in the Church and global community.

*A responsible and respectful person who:*

- Understands his/her innate value and the value of others as beloved children of God.
- Is self-confident and self-motivated and has the inner strength to make moral, compassionate, and healthy choices.
- Is prepared to make a positive difference in the world through his/her words and actions.
- Values the diversity of all God's people.

*An active and involved student who:*

- Is a self-motivated, life-long learner who has the skills and technological knowledge to succeed.
- Has a solid foundation in the academic subjects and appreciation of the Arts.
- Communicates effectively, thinks critically, and is a creative problem solver.

## **Primary Version**

*A committed Catholic who:*

- Knows, understands, and loves Jesus.
- Participates in all parts of the Mass and knows his/her prayers.
- Shows respect, tells the truth, and tries to be like Jesus.
- Shares his/her talents to help others.

*A responsible and respectful person who:*

- Understands that God loves us and made everyone special.
- Knows that he or she can make loving and good choices.
- Wants to help people through his/her words and actions.
- Appreciates the differences of all God's people.

*An active and involved student who:*

- Loves learning and has the skills to succeed.
- Is strong in the academic subjects and appreciates the arts.
- Is good at writing, speaking, thinking, and solving problems.

## **History of the School**

St. Dominic School was founded in November 9, 1924, four years after the parish was established. The Dominican Fathers recognized the need in the Eagle Rock area for a parochial school.

The Dominican Sisters of the Congregation of the Most Holy Name, San Rafael answered the appeal for teachers.

On September 8, 1925, the school opened with four teachers and about one hundred students. A building was erected on the northeast corner of Maywood and Merton Avenues that housed both the school and the church. Originally, there were four classrooms of two grades each. Still more students came to the school.

In 1941, when the church was completed, the old church was converted into extra classrooms. By 1953 the school had grown and eight Sisters were teaching. The following year, four brick classrooms were added as the school's growth continued.

In September 1964, the school opened with an enrollment of 720 students. For the first time St. Dominic was a complete first through eighth grade school with two classes for each grade. In 1992, a Kindergarten class was added. The Science/Art classroom and Library/Computer classroom were added to the school in 1996. In 2012 the preschool program was established.

## **Accreditation**

St. Dominic School is accredited through the Western Catholic Education Association (WCEA) and the Western Association of Schools and Colleges (WASC). The current accreditation is valid through 2019.

## **Code of Christian Conduct**

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

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

These Christian principles include but are not limited to:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- In a place where a school employee is required to be in the course of his or her duties, any parent/guardian or other person whose conduct materially disrupts classwork or extracurricular activities or involves substantial disorder may be guilty of a misdemeanor. This statement does not apply to any

otherwise lawful employee-concerted activity, including but not limited to picketing and distributing handbills.

- Any parent/guardian or other person could risk his or her child's continuation in school if he or she insults or abuses the principal or any teacher in the presence of students, parents/guardians, or other school personnel while on school premises, public sidewalks, public streets, other public ways adjacent to school premises, or at some other place if the principal or teacher is required to be there in connection with assigned school activities.

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

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

### **School website**

[www.stdominicla.us](http://www.stdominicla.us)

Internet presence (e.g. Websites, social media) must be owned and controlled by the school or parish. An individual may not personally launch anything that can be regarded as owned, sponsored, endorsed, or supported by the parish, school, or any related or affiliated ministry. An individual may not host any parish website on his or her own domain or with a web hosting service that does not have a contract with the school or parish itself.

### **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, other pastoral ministries, or in any other assignment when such an individual has previously engaged in the sexual abuse of a minor.

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

- May not have any paid or volunteer assignment in any ministry in the archdiocese
- May not volunteer in any non-ministerial activity or event

### **Safe Environment Training for Children and Youth**

The school will offer an annual VIRTUS® Touching Safety Program for Children and will provide home-based materials to all parents/guardians to help them understand and support their children's education regarding child sexual abuse prevention.

All junior high students and high school volunteers should recognize that while they are engaged in service or activities that involve children or youth, they are role models who are called to treat each child or youth with respect and care.

Student workers and volunteers:

- Are required to observe all rules and regulations established by the school and by the school or agency they are serving
- May not associate with or be present with children or youth or be party to activities that violate civil law and/or school rules
- Should exercise caution in all interactions with children, including verbal, written, and electronic communications
- Games or sports with children should be engaged in only in the presence of adults, or in a place openly accessible and visible to adults
- Should keep the door open or be visible through door windows while in a room with children or youth
- Should not discuss topics or use vocabulary with children or youth that could not be comfortably used in the presence of parents/guardians or the school principal
- Should never give gifts or mementos to individual children or youth unless this is authorized by the principal
- Must respect the physical boundaries of children and youth; children and youth must never be touched punitively, nor should they be touched in any way that could be construed as inappropriately affectionate

Any adult volunteer, including volunteer coaches, parents/guardians, people assisting in the classroom, and others who have regular contact with students or minors at an elementary school or high school, in a manner similar to paid personnel in a comparable role, will be subject to fingerprinting under the California Education Code. Other volunteers at an elementary school or high school will be subject to fingerprinting under the California Penal Code. The principal or pastor/administrator will consult the Department of Catholic Schools or the archdiocesan Fingerprinting Office, as necessary, to resolve any uncertainties concerning which protocol to follow for a particular volunteer. All preschool volunteers must be fingerprinted under the California Health and Safety Code.

For all volunteers, the fingerprint reports and any subsequent arrest notifications are overseen by the archdiocesan Fingerprinting Office as the confidential reporter of criminal offender record information (CORI reporter).

### **Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events**

Every year, the Archdiocese of Los Angeles Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events must be distributed to, reviewed by, and signed by all school volunteers, parish volunteers who have contact with minors at parish or school events, and all paid parish and school staff. The form's signed acknowledgement of receipt must be kept on file at the parish or school.

### **Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth**

Every year, the Archdiocese of Los Angeles Boundary Guidelines and Code of Conduct for Middle and High School Youth Working or Volunteering with Children or Youth must be distributed to, reviewed by, and signed

by all youth volunteers (junior high and high school students, including students who are already 18 years old) who work or volunteer with children or youth. The location must provide annual training on these boundary guidelines. The form's signed acknowledgment of receipt must be on file at the parish or school.

## **Dress/Uniform Code**

### BOYS

- Dennis uniform gray shorts or long pants with the Dennis white or green knit polo shirt with emblem.
- A black, brown, or gray belt that fits correctly at the waist (3-8). Boys in 3-8 must have their shirts tucked in at all times.
- Solid white socks (small black logo ok), must be visible above the ankle.
- Green Dennis uniform sweater, Dennis uniform school sweatshirt, Dennis uniform green school jacket, or PTO sweatshirt.

### ALL GIRLS

- Dennis uniform gray shorts or long pants with the Dennis white or green knit polo shirt with emblem.
- A black, brown, or gray belt that fits correctly at the waist (3-8). Girls in 3-8 must have their shirts tucked in at all times.
- Solid white socks (small black logo ok) visible above the ankle, white knee high socks, or black or white **tights**.

### Girls TK-5

- Dennis uniform plaid jumper (must be no shorter than 2 inches above the knee) with the Dennis uniform short sleeve blouse or knit polo shirt with emblem.

### Girls 6-8

- Dennis uniform plaid skirt (must be no shorter than 2 inches above the knee) with Dennis uniform white short sleeve blouse or white or green knit polo shirt with emblem.

### P.E. UNIFORM

- To be worn only on designated P.E. days.
- Green P.E. shorts or sweatpants with emblem and St. Dominic Parish School white (Dennis) or gray (PTO) P.E. t-shirt.
- No additional athletic shorts may be visible under P.E. shorts.

### HAIR

- Hair must be properly groomed, clean, neat in appearance and must be a natural color. Exaggerated or extreme hairstyles, or hair that hangs in the face distract from the educational experience and are not permitted. School administration shall determine if a student's hairstyle violates this policy.
- All students must wear their hair in styles that allow teachers to see both eyes at all times.

### ALL STUDENTS

- Plain white undershirts can be worn under the uniform and must be tucked in at all times.
- For safety reasons, all students must wear laced or Velcro closure shoes with rubber soles (no "slip on" shoes may be worn). Athletic shoes are recommended. Acceptable colors are black, white, gray, and navy blue. No prints or designs are allowed on shoes, **including colored emblems**.
- Shoelaces must be tied properly on the top of the shoe. Shoelaces must be a plain color which matches the shoe.

- During cold weather, a long sleeve **white** shirt (no other colors) may be worn under the uniform shirt.
- Stud earrings no larger than 1/8 of an inch in diameter are permitted for girls only. Only one earring in the lowest hole of the ear lobe of each ear may be worn. A thin chain with a small cross may be worn **under** the uniform. **Jewelry of any other kind may not be worn to school.**
- One wristwatch (no iWatches) may be worn with the uniform if the watch is not a distraction to the students or teacher in the classroom.
- All socks must cover the ankle.
- All collared shirts and blouses without a tailored hem must be tucked in in grades 3-8.
- Uniforms must be clean, well-fitting, and in good condition (i.e. no holes or frayed edges)

The following are not considered appropriate for school use:

- Excessively baggy, skin-tight or oversized pants, long tailed shirts or sweatshirts, bandanas
- Make-up is not to be worn on campus.
- False finger nails are not permitted and only clear nail polish is acceptable. Finger nails are to be trimmed and cleaned.
- Temporary or permanent tattoos and body piercing are not permitted for school.
- No boots, dress shoes, high-heeled shoes, platform shoes or sandals are permitted.
- Excessive hair products or accessories are not allowed.
- Extreme hairstyles are not permitted.
- Hair coloring or bleaching is not permitted for boys or girls.

Guidelines for “free-dress” days:

- Clothing must be appropriate to a Catholic educational environment.
- Oversized, baggy attire, exposed midriff, spaghetti straps tops, shirts that are too short, tank tops, jeans that have holes, leggings/jeggings, athletic/basketball shorts, and t-shirts with logos which do not support the values of St. Dominic Parish School, are not permitted.
- No athletic shorts.

The final decision to the appropriateness of all uniform expectations remains with the administration. Students not in compliance could be prohibited from attending class.

### **Parent/Student Complaint Review Process**

Concern for the dignity and rights of each person is intrinsic to the Church's mission as a true witness to the spirit of the Gospel.

Conflicts may occur among students, parents/guardians, and school staff, and 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 complaint review process for additional assistance. All those participating in the complaint review process are responsible for striving toward reconciliation and acting 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.

*Addressing Complaints at the Local Level: Schools*



The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the people who are directly involved at the school.

If the complaint is not resolved, the person bringing the complaint should discuss it 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 or pastor will respond to the person bringing the complaint.

#### *Escalating Complaints to the Central Level: Department of Catholic Schools*

If the complaint is not resolved at the local level, the complaint may be submitted in writing to the assistant superintendent at the Department of Catholic Schools, outlining the concerns and reviewing the local process.

The assistant superintendent 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 the parties cannot reach an agreement, the assistant superintendent will apply the policies and/or regulations of the archdiocese and school to make a final and binding determination, and then communicate that determination in writing to all parties.

## **CATHOLIC IDENTITY**

### **Faith Formation**

The Church's mission is that of evangelization through which the gift of faith given by God is nurtured and developed. The Archdiocese of Los Angeles, in all its locations, continues Jesus' mission and ministry by proclaiming the message of Jesus, creating community, worshipping as the people of God, and serving all of God's people.

All members of the Church, from the youngest to the oldest, are on a faith journey. The Church supports this journey through evangelization and religious instruction/catechetical ministry.

"At the heart of catechesis we find, in essence, a Person, the Person of Jesus of Nazareth, the only Son from the Father...who suffered and died for us and who now, after rising, is living with us forever" (Catechesi Tradendae, 5).

To catechize is "to reveal in the Person of Christ the whole of God's eternal design reaching fulfillment in that Person. It is to understand the meaning of Christ's actions and words and of the signs worked by him" (Catechesi Tradendae, 5).

Catechesis aims at putting "people...in communion...with Jesus Christ: only he can lead us to the love of the Father in the Spirit and make us share in the life of the Holy Trinity" (Catechesi Tradendae, 5).

Please see Chapter 4 of the online administrative handbook for more information.

<http://handbook.la-archdiocese.org>

## **Mass**

The Mass schedule allows all of our students in TK-8th to attend 8:00 a.m. Mass at least once a week with their grade level.

A student arriving late, may join his or her class in Mass until 8:10 a.m. After 8:10 a.m., the student must wait in the school office for his/her class to return after Mass.

Once a month all-school Masses are usually held on the first Friday of each month. Each grade level will prepare one of these all-school Masses once or twice during the school year. All students are required to respectfully attend all religious services with their class. During warm weather, shorts may be worn to all-school Masses.

On weeks when an all-school Mass is scheduled, students will **not** attend their regularly scheduled 8:00 a.m. Mass.

## **Sacraments**

Students in the second grade, who have been baptized in the Catholic Church, will receive the sacraments of First Reconciliation and First Eucharist. Student in the older grades who have not yet received these sacraments, will have an opportunity to do so, as well. These students will need to participate in additional bi-weekly faith formation sessions in order to be fully prepared to receive the sacraments of Reconciliation and Eucharist.

All students attending Mass who have not yet received the sacrament of First Eucharist, will be welcomed forward to receive a blessing during the Eucharist.

Students in grades 3-8 will receive the sacrament of Reconciliation during Advent and Lent.

## **Christian Service Program**

"The experience of Christian community leads naturally to service" (To Teach as Jesus Did: A Pastoral Message on Catholic Education, 28). Through the Christian service program, students at all class levels give service beyond the school setting in ways that further their faith, engender hope, and witness love.

Students in the 8th grade are required to perform 30 hours of community service. Students in the all grades will participate in bi-monthly service projects which focus both on the raising of money and collecting of needed goods & supplies, as well as on education around issues of social justice and our environment. Students will grow in their understanding of their role in society and the Church, making a positive difference through their words & actions.

## **Retreats & Prayer Services**

The staff of St. Dominic School participates in annual retreats. Students in the eighth grade participate in a beginning and end of year retreat. Grades TK-8 take part in an annual Holy Thursday retreat. Other prayer and worship opportunities include Stations of the Cross, the Living Rosary, May Crowning, daily prayer, and more.

## **ADMISSION AND ATTENDANCE**

### **School Student NonDiscrimination Policy**

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

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

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

### **Admissions Policy**

The admissions process includes:

1. Taking a tour of the school.
2. Submitting an application and necessary documents. No application will be evaluated until all necessary paperwork has been submitted.
3. Student testing. Entrance examinations for grades K-8 will be made by appointment. Every student applying must take the entrance assessment.

Applications will be evaluated after the assessment has been completed and all necessary paperwork has been submitted. Letters of acceptance will be mailed by mid-March.

Students applying for TK must be 4 years of age by September 1st. Those applying for Kindergarten must be 5 years of age by September 1st.

Our preschool accepts potty trained children between the ages of 2 year, 9 months and 4 years.

Space permitting, we do accept applications for admittance during the school year. Current application forms and information can be found on the forms page of the school's website.

### **Arrival Procedures**

The school day begins at 8:00 a.m. for all students. The school gates will open at 7:30 a.m. Students are encouraged to arrive no later than 7:55 a.m. All students may sit in the lunch area until their teacher arrives to

pick them up. Students will not be allowed to play or run during this time. There is no supervision before 7:30 a.m. Students arriving before 7:30 a.m. should plan to attend morning daycare.

### **Absences**

When a student is absent, a written excuse, signed by the parent/guardian, must be submitted to the school. The school is required to keep these on file for one year.

In the event of all absences, the student is responsible for making up the work missed. Excessive or prolonged absences may result in the loss of academic credit (except in cases when the absences are medically-related).

### **Tardiness**

A student is considered late if he or she is not seated with his/her class when the 8:00 a.m. bell rings. 7th and 8th graders must be completely unpacked and ready for their first class by the time the 8:00 a.m. bell rings to avoid being considered tardy. A student arriving after 8:30 a.m. will incur a morning absence.

A student arriving after 8:00 a.m. should report to the office with a parent. The student must complete an admittance slip, which includes a parent signature, to give to the teacher.

If a student leaves early (30 minutes or less before the end of the school day), then it will be marked on the report card as a **tardy**. If a student leaves between noon and 30 minutes before the end of the day, it will be considered an afternoon absence.

### **Truancy**

A student is considered truant when he or she is absent from school without a valid excuse for 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. Frequent tardiness without a valid excuse is considered truancy under state law. The school shall report the student to the local public school district's attendance office or its superintendent.

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

If a student has been reported once as a truant and then is absent again for one or more days without a valid excuse or tardy on one or more days without a valid excuse, the school should again report the student as truant to the local public school district's attendance office or its superintendent. 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 parents/guardians within 24 hours and after repeated attempts, the school will notify the attendance office of the local public school district, the local police department, Child Protective Services, or all of those agencies.

## **Perfect Attendance**

A student may receive no more than one tardy and have no absences for any reason, to be eligible to receive a perfect attendance certificate at the end of the school year.

## **Communications Procedures**

### *Weekly Newsletter*

The principal's weekly newsletter goes out via email every Tuesday. This is a critical tool of communication and includes important information and upcoming dates.

### *Family Folders*

Family folders also are sent home each Tuesday, as needed. These include paper copies of flyers, announcements, and other items. Please return the family folder the next day.

### *Parent Teacher Conferences*

Parent teacher conferences will be held at the time the first trimester report card is issued. It is mandatory that one parent from each family attend a conference with the teacher of each of their children. If a parent cannot make the date as scheduled by the school, it is the parent's responsibility to reschedule with their child's teacher within *one week* of the original parent-teacher conference date.

### *Parent Messages and Phone Calls*

While on campus, students may take calls from parents on the school phone line, in the school office. Additionally, parents may call and leave a message with the office manager, which will be passed on to the student. Students are not allowed to receive calls or text messages from anyone, including parents, on their personal cell phone.

## **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 need information or have business to conduct with the school.

## **Safety and Security Procedures**

St. Dominic School has a specific and detailed plan in the event of an emergency, which will be published and shared with parents.

## **Dismissal Procedures**

A student will not be released to anyone except those listed on the emergency or card or with express written consent from the legal parent or guardian. If the teacher or administration does not recognize the individual

picking up the child, he/she will be asked for identification. A written and signed note identifying other persons sent for emergency pickups must be presented to the school office.

Students will be sent to Daycare if an adult does not pick them up by 3:15 p.m. Monday-Thursday and 1:40 p.m. on Friday.

## **Health, Illness, Accident Procedures**

### *Illness*

Please **do not** send children to school who have observable signs of illness such as fever, chills, vomiting, diarrhea, or severe allergies. In order for a student to return to school, he/she must be fever free and/or no vomiting for at least 24 hours.

### *Emergency Card*

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

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

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

Parents/guardians are required to update information about any medication the student takes on a regular basis.

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

### *Immunizations*

The [California Health and Safety Code](#) requires students to provide proof of immunization for school entry and also requires schools with kindergarten or seventh grade to assess and report annually on the immunization status of students in these grades.

Up-to-date information on immunization requirements can be found at [Shots for School](#), the [County of Los Angeles Department of Public Health](#), and the [California Code of Regulations section on immunization](#).

### *Health Records*

Every school must comply with all department of public health requirements. Every school shall have on file a health record for each student enrolled in the school. Upon a student's transfer, student health records are forwarded with the student transcript to the receiving school. Schools shall comply with all [Family Educational Rights and Privacy Act](#) rules as applicable.

### *Medical Appointments*

Early dismissal for medical or dental appointments shall be granted when the parents/guardians make a request. Parents/guardians shall be 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 shall not furnish medications. All medications administered at school shall be provided by the parents/guardians.

- The Medication Authorization and Permission Form must be provided. This form, which states the nature of the medication, must be signed and dated by the doctor and the parents/guardians.
- Medication administered at school must be in the original container and labeled. The day's dosage must be sealed, be labeled, and have the student's name attached. It shall be in an appropriate container and be kept in the school office or 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. If a student is seriously at risk without an EpiPen or inhaler on his or her person, the student may receive special consideration.
- A student may not be given medicine prescribed for family members.
- These medication regulations apply to both prescription and non-prescription medications.
- A student who is diabetic is allowed to test his or her blood sugar at school in the health room or office and self-administer medication as necessary. If a student is too young or otherwise unable to self-test his or her blood sugar, a location may make arrangements with the student's family to assist with testing. All medications must be kept in the school office or nurse's office and appropriately labeled as described above. School employees may not administer injections to a diabetic student except in emergencies, unless other arrangements are made in advance.

If parents/guardians do not complete the Medication and Authorization Form by indicating the student's prescribed medication, the parents/guardians will have to come to school and personally administer that medication.

### *Communicable Diseases*

When communicable diseases are identified at the school, the person in charge shall immediately refer to the reporting requirements of the county health department in accordance with local requirements.

The person in charge shall cooperate with the local health officer on necessary measures to prevent and control communicable diseases.

A reported communicable disease may cause a staff member to miss work or a student to miss school. Before the staff member can return to the workplace or the student can return to school, he or she must have appropriate permission issued by the department of public health, a physician, or a nurse.

### *Accident Procedures*

When a child or someone on campus is injured at the school, the principal or other person in charge will determine if the injured party needs immediate medical attention. This will depend on how serious the injury is or it appears to be: Is it life threatening (very serious) or non-life threatening (less serious or minor)?

### **When the Injury is Life Threatening**

The school will call 911. Following that, the school will call the injured person's emergency contact. The person will not be moved unless he or she is in immediate danger of further injury. The injured person will be covered and it will be arranged for someone to meet the paramedics and bring them to the injured person.

### **When the Injury is Not Life Threatening**

The school will administer minor first aid and then make the person comfortable. Immediate care is given for minor scrapes, cuts, bumps, etc. and students return to class promptly after treatment. If necessary, parents will be called. Please note, the school is not allowed to administer any medication, orally or topically, including hydrogen peroxide.

In either case, if the injury is serious enough, a report will be written. A copy of the report will be sent to the parents of the child, or responsible party, and a copy may be sent to the Archdiocese, if necessary.

### *Student Accident Insurance*

The Student Accident Insurance Program is provided for all full-time students in archdiocesan and parish schools. This program supplements other health insurance maintained by the family and 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 school-sponsored and school-supervised activities, including school-sponsored sports, field trips, and extended school day programs. Information concerning the Student Accident Insurance Program will be provided to parents/guardians by the school.

In the event of a school-related injury, the archdiocese accident claim form will be used to make a claim under the Student Accident Insurance Program. Myers-Stevens offers other insurance that school parents/guardians are not obliged to purchase.

## **Privacy and Access to Records**

### *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 teacher.

Only the principal, as custodian of the records, may authorize 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 search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents/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/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/guardian and non-custodial parent/guardian with visitation rights the right to access and examine pupil records. However, only the custodial parent/guardian 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/guardian without visitation rights has no right of access to records of any kind.

#### *Parent Authorization to Use Student's Image, Name, Voice and/or Work*

Without the written permission of the parents/guardians of a student or minor, the school may not publish or use for noncommercial purposes the image, name, voice, or work of the student or minor. This policy includes but is not limited to publicity, exhibits, printed or electronic media broadcasts, student publications, marketing, or research. The school must obtain the signature of the parents/guardians on the Parent/Guardian Release for Student or Minor (Noncommercial) before any such publication or use.

#### *Verbal/Written Confidences*

Students or parents/guardians may provide confidential information to school employees in many ways. Students may communicate verbally or in writing, such as using a note or writing/journal assignment.

All school employees must respect the verbal or written confidences of students and adults, except in cases that involve the health or safety of students or others. If the confidence relates to a health or safety issue, the school must promptly notify the pastor, principal, other person in charge, or appropriate authorities, keeping in mind the privacy rights that apply. The school must follow the archdiocesan policy on reporting suspected abuse of children or vulnerable adults.

### **Transfer of Records**

#### *Student Transfers, Withdrawals and Graduation*

Whenever a student transfers, the former school shall provide a copy of the Cumulative Pupil Record and the original health records to the intended school when the intended school requests the information and the student's parents/guardians submit a release. The original Cumulative Pupil Record shall remain at the school.

The former school shall record the transfer, reason for the transfer, and name of the school where the student is transferring or entering after graduation.

A school will not give official transcripts to students or parents/guardians.

Principals may be required by the county office of education to report the transfer, withdrawal, or expulsion of any student.

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

#### *Withholding of Records*

Under California law, a private school cannot refuse to provide student records to a requesting elementary school or high school because of any outstanding charges, including tuition or fees that the student or parents/guardians owe.

However, in accordance with school policy, the school may withhold from parents/guardians the grades, diploma, or transcripts of a student pending the payment of certain amounts for damaged property, the return of loaned property, or unpaid tuition or fees. St. Dominic School retains the right to withhold records from parents/guardians for any of the above listed reasons.

### *Cumulative Pupil Record*

On the official archdiocesan Cumulative Pupil Record form for each student, the school enters full and accurate records, including standardized test results.

Cumulative Pupil Record forms should include only the following information:

- Personal and family data: Name, date of birth, and place of birth of the student, and the name and address of the custodial parent/guardian
- Standardized test results
- A transcript of classes
- Attendance information
- A record of withdrawal or graduation and the location that receives a copy of the record
- Verification of or exemption from required immunizations (recorded through high school graduation)

Cumulative Pupil Record forms are kept on file permanently as hard copies in secure fireproof containers or as electronic copies. Only authorized personnel may have access to these records. The school must maintain health records in a separate file for four years.

## **ACADEMICS**

### **Curriculum**

The curriculum at St. Dominic School is designed to educate the whole child and is aligned with requirements set forth by the Archdiocese of Los Angeles and the California State Department of Education in the following areas:

- Religion (including Family Life)
- English Language Arts (reading, writing, grammar)
- Mathematics
- Social Studies
- Science
- Technology
- Art & Music

- Spanish
- Physical Education

**Homework**

Assignments are given to children in order that skills and lessons learned in class may be strengthened, thus aiding progress and achievement. Parents should make an effort to know that their children have completed homework assignments (both written and study). The following are guidelines regarding average daily homework expectations:

- Grades TK-2: Not to exceed ½ hour
- Grades 3-5: Not to exceed one hour
- Grades 6-8: Not to exceed two hours

If a student consistently exceeds these limits, the child’s teacher should be notified.

**Grading Policies**

*Grading Scale*

The following scale is used at St. Dominic School for grades 3-8:

A = 93-100%	4.0	B- = 85-86%	2.7	C- = 70-74%	1.7
B+ = 90-92%	3.3	C+ = 80-84%	2.3	D = 65-69%	1
B = 87-89%	3.0	C = 75-79%	2.0	F = 64% and below	0

The following scale is used at St. Dominic School for grades 1-2. This scale is also used for conduct/behavior grades:

O = Outstanding	S = Satisfactory	+ = Area of Strength
G = Good	NI = Needs Improvement	√ = Area of Improvement

The following scale is used at St. Dominic for Kindergarten:

M = Demonstrates expected development	T = Needs more time to develop
X = Demonstrates emerging skill	No mark = No expected at this time

The following scale is used at St. Dominic School for TK & Kindergarten:

M = Demonstrates expected development	T = Needs more time to develop
X = Expected Development	NM = Non-mastery
/ = Not assessed at this time	

### *Grade Reporting*

The dates for the end of each trimester are noted on the school calendar. Report cards are sent home the week following the end of the trimester. Parents are asked to:

- Place emphasis on effort, conduct, and home study as reasons for success or lack of success in school subjects.
- Be keenly interested in their child's schoolwork and pay close attention to assignments and tests that require parent signatures.
- Consult their child's teacher whenever they desire more information than Gradelink and the report card reveal.

At the mid-trimester point, progress reports are sent home to all students. Progress reports are not a part of the student's official record. They are meant only as a point of communication with parents. Parents should discuss progress reports with their child.

### *Make-Up Work/Absences*

When absent, students will need to make-up missed work in accordance with their teacher's policy.

### *Conduct/Citizenship Grades*

The behavior grade is based upon a student's: respect for rights, property, opinion of others, and appropriate use of the Internet; respect for authority, courtesy; cooperation; acceptance of responsibility; following of school, classroom and playground rules; adhering to the dress code; and positive response to correction. Conduct inside and outside the classroom, during all school activities on and off campus, in the church, and on all school property including restrooms and lunch areas is included in the behavior grade.

### *Honor Roll*

The honor roll has been designed to encourage student character development in social as well as academic areas. Students are encouraged to treat their teachers and fellow students with dignity and respect. Character development is an important process in the education of a student. For this reason, a student is not eligible for an honor roll certificate if the behavior and work habit grades are not G(Good) or O(Outstanding). The honor roll certificate is distributed at the Honors Assembly. Parents may attend the award assembly. The date and time will be announced in the weekly newsletter.

- An honor roll certificate will be awarded to students in grades 4-8 who have a 90% average in the core subjects and no grade lower than a B- on the report card in the core subjects (religion, all English language arts subjects, math, social studies, science, and Spanish.)
- A gold seal will be awarded to the student who has As in all core subjects on the report card and Outstanding in behavior and work habits.

### *Academic Probation/Eligibility Requirements*

In order to remain eligible for participation in any extracurricular activity, students at St. Dominic School must maintain a C- in all core subjects, although one D is allowable. Students failing to maintain a C- average, with no more than one D, or receiving an NI in behavior or work habits, are ineligible and will be suspended from

participation for a minimum of two weeks. Once the two week time period has passed and the grades return to a C- or higher and/or behavior and returns to an S, the teacher will issue a reinstatement form for extracurricular participation.

Students who participate in Student Council are held to even higher standards. Student Council members must maintain a C average in all core subjects, with nothing lower than a C-, and maintain at least a G in work habits and behavior.

Eligibility is based on progress reports and report cards.

### **Standardized Testing and Assessments**

Students in all grades take the STAR Enterprise assessment four times a year. Scores on these assessments are meant to support instruction in the classroom and do not affect a student's grade. High schools, however, may factor STAR scores into their entrance decisions.

Students in the 5th and 8th grades take the Assessment of Catholic Religious Education (ACRE).

### **Recess and Lunch/Nutrition**

Lunches should be brought to school with the student in the morning as this encourages a sense of responsibility. If, on a rare occasion, this is not possible, the lunches are to be brought to the school office. Only drinks in spill-proof containers will be accepted. The school is not responsible for lunches arriving late. The student's name and grade must be clearly visible on the lunch. For safety reasons, please do not pack glass bottles or containers in lunches. **No sodas, caffeinated, or energy drinks** are allowed.

A hot lunch program, ChoiceLunch, will be available. Parent can sign up and place orders online.

### **Tutoring**

If a student requires private tutoring or parents/guardians wish to have a student tutored in school subjects, the parents/guardians 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, but with prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents/guardians.

## **CO-CURRICULAR ACTIVITIES AND ATHLETICS**

### **Athletic Program**

St. Dominic Parish School participates in the Catholic Youth Organization (CYO). CYO is a competitive sports program involving local Catholic schools. The sports program is available to students in grades 5-8. At times, participation will be opened to students in grade 4, depending on space. Track and cross country are the

exception, which regularly include students as young as grade 3. The “A” team usually consists of students in grades 7 and 8 and the “B” team consists of students grades 5 and 6, and at times, grade 4. Students will be issued uniforms at the beginning of each season. Uniforms are school property and students are expected to launder and care for jerseys as directed. Parents will be charged for any lost or damaged uniforms.

Students will be assessed a fee per sport. The fee is non-refundable if the student becomes ineligible due to grades, behavior, or unsportsmanlike conduct. All students participating on a St. Dominic athletic team will be required to sign a student-athlete conduct agreement.

### **Field Trips**

Educational Field trips are a privilege for students. Students will only be allowed to go on a school field trip if the Archdiocesan field trip permission slip is returned, signed by a parent or guardian. Permission for a student to attend a field trip may not be given by means other than the designated permission slip.

## **TUITION AND FEES**

### **Tuition**

Tuition is due and payable by the 10th of each month, August-June. Tuition not paid by the 20th of the month will be considered late and assessed a \$20 late fee. Tuition is payable through the online SMART Tuition collection program.

Any and all returned checks must be replaced with a cashier’s check or cash, plus an additional \$20 fee.

If a family falls more than two months behind in tuition payments, their child’s enrollment at St. Dominic School will be jeopardized. It is the responsibility of the family to communicate with the principal if they are having difficulty meeting their tuition obligations.

Families may not return in the fall of the new school year unless all financial accounts are cleared.

### **Additional Fees**

Some additional activities which require fees:

- Sports
- Academic Decathlon
- Eighth grade graduation (see below)
- Lost or damaged textbooks
- Missed parent meetings
- Incomplete service hours (including mandatory Fiesta hours)
- Field Trips

## **Eighth Grade Fees**

All financial obligations for eighth grade families must be paid in full by June 1 to participate in the various graduation activities. This includes June tuition. The graduation fee includes the 8th grade sweatshirt, yearbook, cap and gown, two retreats, 8th grade dance, and other graduation expenses.

## **Parent Service and Fundraising Requirements**

Each two parent family is required to complete 30 service hours over the course of the school year. Single parent families are required to complete 20 hours. Opportunities for completion of these service hours are numerous and are communicated at Back to School night, as well in the principal's newsletter during the course of the year.

Each family is also required to contribute a minimum of \$100 to two mandatory fundraisers:

- Raffle (usually held in the fall, at the time of the parish fiesta)
- Casino Night (March/April)

Participation in all other fundraisers is encouraged, but is voluntary.

## **DISCIPLINE**

### **Philosophy**

Discipline in the Catholic school is considered an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate that is conducive to learning and promotes character development and the common good. Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards class and school objectives. However, the legitimate interest of the school extends beyond the school day and school hours.

### **Classroom Management**

Teachers create a classroom conducive for learning and to promote respect. Each teacher develops a plan with goals and consequences that is appropriate for the developmental level of the students. These plans will be communicated to parents at the beginning of each school year. All plans include communication and cooperation between home and school.

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 all students

- Consistent follow through

Approved disciplinary measures may include, but are not limited to, the following:

- Individual conference with student
- Conference with the parent(s)
- Assignment of special tasks
- Denial of privileges
- Detention, probation, suspension, or expulsion

Disapproved Disciplinary Measures

- All corporal punishment, including shaking and slapping
- Language that is sarcastic or ridicules a student, his or her parents/guardians, or his or her family 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

### *Detention*

No student shall be required to remain in the classroom during any recess or lunchtime; all students shall be required to leave the schoolrooms at recess and lunchtime, unless it would endanger student health.

Detention before or after school hours is considered an appropriate means of discipline.

A student shall not be detained in school for disciplinary or other reasons for more than one hour after the close of the school day.

The school must give a notice of the detention to the parents/guardians verbally by phone, in writing (hard copy or electronic), or in person during a conference. Under no circumstances shall a student be detained at school without the knowledge and consent of the parents/guardians, who should also be informed of the reason for detention and the exact time the period of detention will begin and end.

### **Behavior Agreement/Probation**

A school may accept a student for admission on probation for an initial trial period if circumstances warrant it. The probationary status of the student and the terms of the probation must be clearly documented in writing and signed by the parents/guardians.

A school may decide to place an enrolled student on probation as a disciplinary matter. Disciplinary probation occurs when student's behavior has reached a point where a more serious response from the school is required. If the student's behavior does not improve while on probation, the disciplinary process may lead to suspension and/or expulsion.



Typically, disciplinary probation requires the suspension of activities and athletics so that the student must focus solely on his or her academic work and behavior.

If a school decides to place a student on disciplinary probation, it must insure that the seriousness of this status is communicated to the student's parents/guardians. Due to the great variety of student offenses that can result in disciplinary probation, a school has many options in determining the extent of a student's probation (limiting activities, no athletics, community service, etc.).

### **Suspension/Disciplinary Measures for Grave Offenses**

Any of the listed reasons for expulsion with mitigating circumstances are adequate cause for suspending 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.

The school must give a notice of the suspension to the parents/guardians verbally by phone, in writing (hard copy or electronic), or in person during a conference.

The principal shall schedule a conference with the suspended student's parents/guardians to discuss matters pertinent to the suspension, especially the means by which the parents/guardians and school can cooperatively encourage the student to improve his or her 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 include but are not limited to the following offenses:

- Actions that are 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 student or school personnel
- Harassing, bullying, or hazing other students or school personnel
- Open, persistent defiance of the teacher's authority
- Continued willful disobedience
- Use, sale, distribution, 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 possession of tobacco
- Theft
- Forgery of signatures

- Cheating or plagiarism
- Willful defacement or damage of school property, real or personal
- Habitual truancy
- Possession of harmful weapons (e.g., knives or guns) 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 that are detrimental to the school's reputation
- Violations of the electronic acceptable 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 school must take the following steps to expel a student:

- The principal, teacher, parents/guardians, and student must attend a conference. The principal will advise the family that the student could be expelled unless there is immediate improvement in the student's behavior. In parish schools, the pastor should be notified of the conference, given an opportunity to attend, and provided a report of the discussion.
- If the student's behavior does not improve, the final decision will be communicated at a second conference attended by the principal, teacher, parents/guardians, and pastor (if applicable). If the parents/guardians fail, without cause, to attend the conference, the final decision will still apply and the parents/guardians will be notified. In a parish school, 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.
- The school will give full credit for all work the student accomplished up to the moment of expulsion.

### *Cases Involving Grave Offenses*

In a case involving a grave offense, which may include a violation of law or actions so outrageous as to shock the conscience of the community, the student is immediately suspended and there is no requirement to hold the initial conference. The school should follow this procedure when the continued presence of the student at school (even for a short period of time) will pose, in the reasonable judgment of the principal, a serious threat to the health and welfare of students, faculty, or staff.

When a student is immediately suspended and expulsion is probable, the school should clearly explain the rules and consequences of the violation to the student and his or her parents/guardians while the case is being investigated.

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

## **Academic Integrity**

St. Dominic School promotes academic integrity, instilling in students that their honestly achieved best work and effort is to be celebrated. Cheating and dishonesty of any form is directly contrary to the policy of St. Dominic School. The administration and faculty interpret cheating as any of the following forms (though not limited to these listed):

- Loaning or copying homework, in or out of class
- Giving or receiving answers to quizzes, tests, and/or expected independent assignments
- Plagiarism
- Doing another person's work, or allowing another person to do your work

Consequences to cheating:

- Incidents of cheating will be reported to the principal
- Parents will be notified
- Incident will be documented
- Grade will be adjusted (i.e., "0" on the assignment, quiz, or test)
- Appropriate disciplinary action may be taken, up to and including expulsion

### **Harassment, Bullying, and Hazing Policy**

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

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

#### *Harassment*

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

##### Verbal Harassment

- Derogatory comments and jokes; threatening words spoken to another person

##### Physical Harassment

- Unwanted physical touching, contact, or assault; deliberate impeding or blocking of another's movements; any intimidating interference with normal work or movement

## Visual Harassment

- Derogatory, demeaning, or inflammatory gestures, posters, cartoons, written words, drawings, images, and photos

\*Visual harassment can be communicated in person, in hard copy, or electronically (including on social media)

## Sexual Harassment

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature

## *Bullying*

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

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

Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Cyberbullying occurs when students bully each other using the Internet on computers, mobile phones, or other electronic devices. This can include but is not limited to:

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

## *Hazing*

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

## *Student Threats*

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

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

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

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

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

### *School Searches*

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

If school officials have a reasonable suspicion that the student has violated or is violating the law or a school rule, school officials do not need a warrant or permission from parents/guardians to conduct the search.

Whenever a school official conducts a search of a student's person or personal effects, an adult witness should be present. The school should notify the student's parents/guardians of any search of a student's person or personal effects.

## **ELECTRONIC USAGE POLICIES**

St. Dominic School is committed to assisting students in becoming responsible digital citizens. Schools can do so by giving students authentic experiences that build their skills in collaboration, creativity, communication, and critical thinking and that prepare them for their current and future educational experiences and careers. The archdiocesan Bring Your Own Device (BYOD) Policy is designed to meet this objective for students who bring or use their own electronic devices in school or as part of their student life.

Students may bring personal electronic devices to school for educational purposes with the approval of the school administration. While at school, students are required to connect to the school's filtered network connection.

### **Cell Phones**

Use of cell phones by students, to communicate with parents or other persons, is not allowed at anytime while on campus. All cell phones must be turned into teachers when the student enters the classroom. This includes during before and after school daycare. ALL student communication with parents must go through the school office or daycare supervisor.

### **Responsibility for Devices and Their Use**

- All students and their families are required to follow the [Acceptable Use and Responsibility Policy for Electronic Communications \("Archdiocesan AUP"\)](#), whether the device is provided by the student or the school.

- Students are solely responsible for their own personal devices and are to permanently label devices with identifying information.
- The school assumes no financial responsibility for personal devices if they are lost, loaned, damaged, or stolen.
- Personal devices are subject to investigation in accordance with the Archdiocesan AUP and the archdiocesan Administrative Handbook.
- Students are expected to keep their devices secure at all times and not loan them to others unless required to do so for an educational assignment.
- Students are expected to protect their devices by bringing them to school in a case or cover to avoid damage.
- If a student uses a personal or school device or any of its functions in a manner that intentionally violates the school's policies or the Archdiocesan AUP, the student will be subject to consequences in accordance with the school's disciplinary policies and procedures.

Parents/guardians must sign the Bring Your Own Device Policy Acknowledgement Form indicating their agreement with the school's BYOD Policy.

### **Acceptable Use and Responsibility Policy for Electronic Communications (“Archdiocesan AUP”)**

All information created and used in the course of activities for or on behalf of the Roman Catholic Archdiocese of Los Angeles ("Archdiocese") or an archdiocesan school, a parish, the seminary, a cemetery, the Archdiocesan Catholic Center, or another 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 its 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 adults, children, or youth and 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 communication **systems** include but are not limited to email, telecommunications systems (including telephone, voice mail, and video), stand-alone or networked computers, intranets, the Internet, and any other communication or data transmission systems that may be created in the future.

Electronic communication **devices** include but are not limited to regular and mobile telephones, two-way radios, facsimile machines, computers, laptops, electronic notebooks, tablets, audio and video equipment, flash drives, memory sticks, media players, and other communications equipment that may be created in the future.

Electronic communication **materials** include but are not limited to DVDs, CDs, laser discs, audiotape and videotape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer and web applications, emails, text messages, instant messages, and all other electronic content that is downloaded, uploaded, retrieved, opened, saved, forwarded, or otherwise accessed or stored.

**Person in charge** refers to the department head, manager, or supervisor of an archdiocesan department, entity, or corporation; the pastor, parish life director, pastoral associate, or parish business manager; or the superintendents of elementary schools or high schools, a supervisor in the Department of Catholic Schools, a principal, or a president or head of school, as applicable.

**Location** refers to an archdiocesan school, a parish, the seminary, a cemetery, the Archdiocesan Catholic Center, or another archdiocesan department or operating unit.

#### *Electronic Communication Systems, Devices, and Materials and the Users Covered*

Electronic communication systems, devices, and materials and the users covered include:

- All electronic communication systems, devices, and materials in the schools, parishes, seminary, cemeteries, archdiocesan departments or offices, or other archdiocesan operating units (the "Premises")
- All electronic communication devices and materials taken from the Premises for use at home or on the road
- All personal devices and materials brought from home and used on the Premises during regular business hours
- All personal devices and materials, regardless of where they are situated, that are used in such a manner that the Archdiocese and/or the Location may be implicated in their use
- All users of electronic communication 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 electronic communication systems, devices, and materials located on archdiocesan premises, and all work performed on them, are the property of the 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 Location, individuals may use archdiocesan systems, devices, and materials to access and use the Internet for personal business and web exploration outside regular business hours or during breaks. All users shall conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.

The Archdiocese and 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.

### *Internet Safety Policy*

Any device accessed or used by minors on the Premises must use functioning and properly configured content filters to preclude access to prohibited content, including obscene, sexually explicit materials; adult or child pornography; and materials including applications that are otherwise harmful to minors or in violation of this Archdiocesan AUP.

Content filters for minors may NOT be disabled or turned off without obtaining prior permission from the archdiocesan Department of Applied Technology or the person with equivalent authority at the Location.

No unauthorized personal identification information regarding minors may be disclosed, used, or disseminated without proper authorization by a responsible person at the Location.

Minors' use of email, chat rooms, social networks, applications, and other forms of direct electronic communication on electronic devices at the Location must be monitored.

No person may engage in unlawful activities online, including hacking archdiocesan or Location systems or any system while using Archdiocese or Location devices or while on the Premises of any Location.

### *Prohibited Practices*

Users of Archdiocese and or 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:

- Violate any rules of conduct, codes of ethics, or safe environment or any educational policies, including but not limited to those that apply to communications or the use of information
- Host any website on a domain that is not owned by the Archdiocese or, if the domain is owned by a third party, is not under contract with the Archdiocese
- Use the name, logo, identifying photograph, mission statement, or other singularly identifying information of the Archdiocese or a Location on a website or other social medium in such a manner that readers/viewers are lead to believe that the website or social medium is an official site or medium controlled by the Location itself
- Post or cause distribution of any personally identifying information about the user or others without permission of or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities (personal identifying information includes but is not limited to names or screen names; telephone numbers; work, home, or school addresses; email addresses; or web addresses/URLs of social networking sites or blogs)
- Post or distribute any communications, videos, music, or pictures that a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassment, disruptive, derogatory, or bullying; these include but are not limited to sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race,



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

- Engage in improper fraternizing or socializing between adults and minors
- Engage in cyberbullying or other abusive online behavior
- Engage in pirating or unauthorized copying, acquisition, or distribution of copyrighted materials, music, videos, or film
- Post or send chain letters or engage in spamming (sending annoying, unnecessary, or unsolicited commercial messages)
- Record any telephone, video, or other conversation or communication without the express permission of the other participants in the conversation or communication, except where allowed by law
- 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 the Archdiocese of Los Angeles Copyright and Video Screening Policy)
- Damage, alter, disrupt, or gain unauthorized access to computers or other systems (e.g., use another person's passwords; trespass on another person's folders, work, or files; or alter or forward email messages in a manner that misrepresents the original message or message chain)
- Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communication systems (e.g., by unauthorized use or disclosure of passwords)
- Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or the assignment as given by a responsible adult
- Introduce or install any unauthorized software, virus, malware, tracking devices, or recording devices onto any system
- Bypass (via proxy servers or other means), defeat, or otherwise render inoperative any network security systems, firewalls, or content filters
- Allow any minor to access the Internet on Archdiocese or Location communication devices without active, monitored filtering of prohibited materials
- Allow any minor to use email, chat rooms, social networking sites, applications, or other forms of direct communications at the Location without monitoring
- Use electronic communication devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communications Commission (FCC) or that would violate FCC rules or policies
- Access or manipulate services, networks, or hardware without express authority
- Violate any other applicable federal, state, or local laws or regulations

*Consequences of Violations of the 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 local or other law enforcement, and other appropriate disciplinary action.

#### *Guidelines for Email Correspondence, Cloud-Based Services, and Other Electronic Communications*

All users of Archdiocese and Location communication systems and devices should use care in creating email, text, video, still images, instant or voice mail messages, or any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system; it may be restored, downloaded, recorded, or printed; or it 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.

Email, texts, and other electronic communications are not necessarily secure.

As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference, and disclosure, as applicable.

Postings to "All Employees," "All Parents/Guardians," "All Seminarians," "All Parishioners," and the like on intranets or the Internet must be approved by the person in charge of the Location before the postings are sent out.

Use of personal electronic communication devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.

Archdiocese and Location systems, devices, and materials are not private and security cannot be guaranteed. User IDs and passwords are intended to enhance system security, not to provide users with personal privacy. User account passwords for systems that are not controlled by a centralized user directory or authentication system must be on record with the person in charge of the Location.

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.

Passwords to user accounts, be they Archdiocesan or other service provider, should be changed regularly. Avoid using the same password for user accounts with different providers.

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.

All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with current virus detection software. Immediately report any viruses, tampering, or other system breaches to the person in charge of the Location.

Critical information should be periodically copied onto backup storage. Information that is backed up 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.

Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.

Information systems hardware should be secured against unauthorized physical access.

The use of any email services, file storage/file-sharing services, or other communications and collaboration services that has not been explicitly approved and contracted by the Archdiocese or Location for official communications is prohibited. All electronic work product and official correspondence must use services either owned by the Archdiocese or Location or explicitly contracted by the same to provide services. Do not use your personal email accounts to conduct business in the name of the Archdiocese.

All hosted services that provide line-of-business support to the Archdiocese or Locations or that publish publicly-accessible information on the Internet must be approved and under contract by the Archdiocese or Location.

Domain name registrations must be in the name of the Archdiocese or the Location. The registrant and administrative contacts for all domain names must use an official business street address and the phone number and email address of a person authorized to manage domain name registrations. The archdiocesan administrative offices offer Locations delegated domain management services for free.



# *Saint Dominic School*

## *2019-20*

### ACCEPTANCE OF PARENT/STUDENT HANDBOOK

Our family has received and read the St. Dominic School Parent/Student Handbook (sent out via Parent Square and found on our website under Parents/Forms & Links). We are aware of, understand, accept 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. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

Father's or Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother's or Guardian's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Print student names and grades:**

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

Grade \_\_\_\_\_

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

Grade \_\_\_\_\_

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

Grade \_\_\_\_\_

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

Grade \_\_\_\_\_

Please return this signed form promptly to the School Office.

This form will be placed in the students' permanent files.