



St. Anthony  
of Padua  
School



*Virtus Cum Scientia*

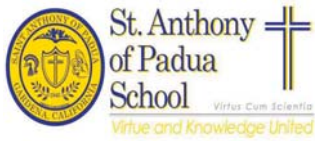
*Virtue and Knowledge United*

**ST. ANTHONY OF PADUA SCHOOL**

1003 W. 163rd St.  
Gardena, CA 90247  
Phone: 310-329-7170  
Fax: 310-329-9843

acce

(To search on PDF press Ctrl F and type in keyword/s)



**Saint Anthony of Padua School  
Parent/Student Policies Agreement Form**

*(Please print except where signatures are required)*

**ACCEPTANCE OF PARENT/STUDENT HANDBOOK**

Our family has read the Saint Anthony of Padua School Parent/Student Handbook on the School Website at [www.stanthonygardena.org](http://www.stanthonygardena.org). 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 at any time during the school year as needed, and we agree to follow, support, and uphold the policies and procedures that may be added or amended.

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

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

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

Student'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 \_\_\_\_\_

**After reading this with your student  
Please return this signed form promptly to the School Office.  
This form will be placed in the students' permanent files**

**\*\* Do not rip form from Student Handbook\*\***

**SAINT ANTHONY OF PADUA SCHOOL  
ELEMENTARY SCHOOL  
NONDISCRIMINATION POLICY**

SCHOOL STUDENT NON-DISCRIMINATION POLICY

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

The school does not discriminate on the basis of race, color, disability, sex or national and/or ethnic origin in the administration of educational policies, admissions policies, scholarship and loan 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. All students will be taught based on the Catholic teachings. This includes homework assignments, general curriculum, etc.

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.

This Catholic Elementary School publishes the above policy in the staff and parent/student handbooks, public relations/recruitment brochures and in other publications such as the parish bulletin and school newspaper. The school also publishes applicable grievance procedures in the staff and parent/student handbooks.

School: St. Anthony of Padua School

City: Gardena

Principal's Name: Angela Grey

Date of Publication in the Parish Bulletin: \_\_\_\_\_,

Signature of Principal: \_\_\_\_\_

1. Mail this form, with a copy of the parish bulletin attached, to:  
**Attention: Aura Gonzalez**  
**The Department of Catholic Schools**  
**3424 Wilshire Blvd. Los Angeles, CA 90010**  
[AMGonzalez@la-archdiocese.org](mailto:AMGonzalez@la-archdiocese.org)
2. Keep a copy of the form and bulletin on file at school

Saint Anthony of Padua School  
1003 West 163<sup>rd</sup> Street • Gardena, CA 90247  
Phone: 310-329-7170 • Fax: 310- 329-9843  
[www.stanthonygardena.org](http://www.stanthonygardena.org)

Rev. George Aguilera  
Pastor

Mrs. Angela Grey  
Principal

---

## **PRINCIPAL'S MESSAGE**

Dear Parents/Guardians and Students:

It is my pleasure to welcome you all to the new school year! The faculty and staff join me in expressing how happy and excited we are to begin a new year after a restful summer. We are confident this will be a successful, rewarding, and enriched year for you and your children.

The pages of the handbook are filled with important information regarding school policy and procedures. Parents and students should review the contents together. If you have any questions, please call the school office. We feel that open and clear communication between school and home is important to the success of our educational program.

Saint Anthony of Padua's mission is to help parents, as their children's primary educators, with the task of passing on the invaluable treasure of our faith along with a 21<sup>st</sup> century education. The faith and education passed on by the entire professional and dedicated staff at St. Anthony's will continue to pay out dividends for the rest of our students' lives.

We welcome your participation and support this school year and solicit your membership in the various opportunities to volunteer and integrate yourself into our faith community. Working together, we will be able to reach our collective and individual goals and to celebrate the many great achievements of our students.

Yours in Christ,

Angela Grey  
Principal

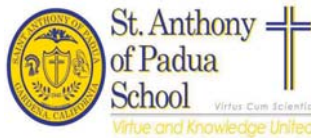
### **Statement of Philosophy**

St. Anthony of Padua School is a Catholic elementary school operated primarily to meet the religious, moral, intellectual, social, cultural, physical, and psychological needs of the children of St. Anthony of Padua parish and other communities.

The school, as a faith community centered in Jesus Christ, is committed to the transmission of the ideals and values of Catholic doctrine and Christian culture at the level of maturity of each student, looking to the image of Christ as our role model. Quality education demands an environment, in which learning is appreciated and respected. Here at St. Anthony of Padua School, the administration, teachers, staff, parents/guardians, and students recognize that fact.

Our culture is a family-oriented, welcoming one—and our school is a home away from home for many. We strive for excellence in all things, and work hard as a Professional Learning Community to create a successful, educational environment that is fair, firm, and consistent. We believe that all children are special and unique, and that each child can learn and contribute something valuable. Character development and self-discipline is taught, modeled and encouraged daily within the basic framework of the curriculum and is built into the school culture.

At St. Anthony of Padua School, students learn that they are responsible to themselves to develop and live up to their greatest potential using their God-given abilities, understanding fully that they must also accept the consequences of their free choices. Students learn that they are not only individuals gifted by God, but that they are also contributing members of a society in which they learn to exist, not by conformity, but by serving and standing beside others of good will to build a better world, through their words and action



## STUDENTS OF SAINT ANTHONY OF PADUA SCHOOL ARE...

Followers of Jesus who

- practice their Catholic faith
- serve others
- respect self and others

Academically prepared who

- accept challenges
- are self-motivated and confident
- are appreciative of fine arts
- use science and technology wisely

Socially aware who

- embrace all cultures
- care for God's earth
- help make the world better

Totally healthy in mind body and spirit who

- are eager lifelong learners
- live a healthy lifestyle
- are responsible for their choices

### **School Day Schedule**

**Regular Day Schedule:** Monday, Tuesday, Thursday and Friday- school begins at 7:50 AM until 3:00 PM

**Early Dismissal Schedule:** Wednesday, school begins at 7:50 AM until 1:30 PM, Special Dates as noted in the school calendar

**Recess Schedule:** 10:00 AM to 10:15 AM

**Lunch Schedule:** K-3rd 12:00 PM-12:45 PM 4th-8th 12:15 PM-1:00 PM

**\*subject to change at any time**

### **GENERAL ADMINISTRATIVE INFORMATION AND POLICIES**

#### **Racially Non-Discriminatory Policy**

St. Anthony of Padua School admits students of any race, color, racial or ethnic origin to all the 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, racial or ethnic origin, administration of its education policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

#### **Sex Non-Discrimination Policy**

St. Anthony of Padua School does not discriminate against any applicant or employee because of sex and does not discriminate against any applicant or pupil because of sex in admissions, educational programs or activities.

#### **Grievance and Arbitration Procedure**

St. Anthony of Padua School adheres to the grievance and arbitration procedures of the Archdiocese of Los Angeles that were developed by the Archdiocesan Board of Education.

#### **Administrative Personnel**

Archdiocese:

St. Anthony of Padua School is a part of the Archdiocese of Los Angeles Catholic School System

3424 Wilshire Boulevard, Los Angeles, CA 90010

Phone: 213-637-7300 Fax: 213-637-6140

Archbishop José H. Gomez:

Archbishop José H. Gomez, as chief administrator of the Archdiocese, oversees the good order of the teaching mission. With respect to the schools, he shares his regulatory responsibilities, including policy-making, with the Catholic School Board and his supervisory responsibilities with the Superintendent.

Superintendent: Dr. Kevin Baxter, Phone: 213-637-7328

The superintendent is directly responsible to the Catholic School Board for the organization, administration, and supervision of the schools of the Archdiocese.

Local: St. Anthony of Padua Parish and School, Gardena, CA

Pastor: Father George Aguilera

The Pastor is chief administrative officer of the school. He has administrative, personnel and spiritual responsibilities in relation to the school.

Principal: Mrs. Angela Grey, Phone: 310-329-7170, ext. 315

e-mail – [agrey@stanthonygardena.org](mailto:agrey@stanthonygardena.org)

The principal has, as delegate of the pastor, immediate responsibility for implementing the philosophy of the school in its regular operation. This responsibility has three basic aspects:

Supervising the staff and the instructional program

Administering the entire school program

Relating with the parents/guardians, the parish and the general public

### **ARCHDIOCESAN POLICIES- GENERAL INFORMATION**

#### **Code of Christian Conduct Covering Students and Parents or Guardians**

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

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

Parents or 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. Bullying at ANY level, among parents, students, faculty, and staff is unacceptable. It has no place in a Catholic school, and will be dealt with accordingly in a swift manner.

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.

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

Any parent or guardian, student, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students, or parents and at a place—which is on school premises or public sidewalks, streets, or other public ways, adjacent to school premises or at some other place, where the principal or teacher is required to be at, such other place in connection with assigned school activities—risks the continuation of his or her child in the

school. These expectations for students and parents or guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.). This includes negative postings about the school, faculty, staff, or administration on Social media. Such action will result in a warning and may lead to dismissal. 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.

### **ADLA School Student Non-Discrimination Policy**

St. Anthony of Padua 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.

St. Anthony of Padua School does not discriminate on the basis of race, color, disability, sex or national and/or ethnic origin in the administration of educational policies, admissions policies, scholarship and loan 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). Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should consult the student's teacher and principal to determine how best to meet the students needs. Parents or guardians may request the "Disability Discrimination Complaint Review Process" from the principal to address unresolved issues. The entire faculty and staff will make proper accommodations as needed within reason.

### **Consultative School Council and Parent Organizations**

It is expected that each Catholic elementary school will establish a Parent Leader Committees. Both groups exist to support the school and are critical to the school's viability, but they have very different functions.

### **Parent Leadership Committees (PLCs)**

The main functions of the Parent Leadership Committees 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. Each family must sign up for one of the various committees as part of fulfilling their required service to the school as a participating and contributing member of the school community. If a parent is not on a committee or does not respond to correspondence when asked to participate at meetings and events for that committee, a non-participation fee of **\$250.00** will be charged at the end of the school year and must be paid by the last day of instruction for that year.

### **Consultative School Council/Advisory Board**

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

The membership of the Consultative School Council should include the pastor, principal, assistant principal, vice principal, parents, alumni parents, parishioners, members of the civic and local business community, and area educators.

### **Parent and School Communication**

It is important for parents to maintain knowledge of school news. Therefore it is imperative to keep up with weekly school bulletins sent home in the Parent Envelope. The bulletins are also posted online for easy access. Slideshows from General Parent Meetings are updated online as well. As part of keeping up with parent/school communication it is imperative to keep the school updated with the most current contact and emergency contact information. This

includes any information regarding legal matters such as custody agreements, etc. so that we may abide by the court orders properly.

### **Parent Teacher Communication**

Communication between parents and teachers are imperative for student success. Parents are encouraged to email teachers or call the teacher’s extension and leave a message during school hours while instruction is taking place. Parents are asked to set up a phone or in-person meeting via email. Email correspondence is not for personal or in-depth conversations and should always be respectful in tone when addressing our professional educators, especially during the school day, when a teacher’s time is reserved for tending to the education and care of children. There should never be parent teacher meetings held during instructional time when students are seated in classrooms waiting for instruction, or during carline drop off or pick up.

Teachers will get back to parent concerns within 24 hours. This 24-hour policy does not include weekends. Teachers days off are Saturday and Sunday. Please do not expect a response from teachers on weekends. If you call leave a message on Friday, teachers will get back to you sometime on Monday. If you leave voice messages for teachers, they will check it after the school day.

### **PHONE EXTENSIONS (310) 329-7170**

<b>Kindergarten</b>	<b>402</b>
<b>1<sup>st</sup></b>	<b>403</b>
<b>2<sup>nd</sup></b>	<b>404</b>
<b>3<sup>rd</sup></b>	<b>415</b>
<b>4<sup>th</sup></b>	<b>414</b>
<b>5<sup>th</sup></b>	<b>413</b>
<b>6<sup>th</sup></b>	<b>411</b>
<b>7<sup>th</sup></b>	<b>410</b>
<b>8<sup>th</sup></b>	<b>409</b>
<b>Music</b>	<b>405</b>
<b>Daycare/PE 6</b>	<b>406</b>
<b>Daycare/7</b>	<b>407</b>
<b>Learning Lab</b>	<b>420</b>
<b>Library</b>	<b>421</b>
<b>Science</b>	<b>412</b>
<b>MPR/16</b>	<b>416</b>
<b>Mrs. Grey</b>	<b>315</b>
<b>Ms. Grimaldo</b>	<b>312</b>
<b>Mr. Aguilar</b>	<b>311</b>
<b>Faculty Room</b>	<b>318</b>

### **FINGERPRINTING AND VIRTUS CERTIFICATION**

#### **A Letter from the Principal**

Dear Parents and Guardians,

The Archdiocese of Los Angeles requires all volunteers at our school to be fingerprinted and have safe environment (VIRTUS) training PRIOR to working with our students. Applicants will need to bring either their Driver’s License & Social Security Card OR their Passport and Social Security Card.

Secondly, volunteers need to complete their Virtus training to help us safeguard all children. Please bring a copy of your Livescan receipt and Virtus Certificate of Completion and submit it to Ms. Maria Grimaldo at the school office or it can be e-mailed to her at [mgrimaldo@stanthonygardena.org](mailto:mgrimaldo@stanthonygardena.org).

All parents will have a name tag available at our school office to wear while on campus once their fingerprinting and online safe environment (Virtus) training results are complete to show proof that you are cleared to be on campus as a volunteer working with our children. All visitors must check in and out of the office at all times and must wear a VISITOR badge, otherwise they cannot volunteer for school activities with children. Please note that Virtus certificates, once issued must be kept current by reading monthly online bulletins. If this is not done, your



certification will expire. Visitors must check in and out of the office at all times. Parents are never allowed to come on campus without signing in and out of office. Faculty and staff are advised to direct parents back to office if this is the case. During school hours, visitors must wear badges to identify themselves to the students, faculty, and staff, or someone may think they are an intruder.

The online safety training program needs to be repeated once every 4 years, but can be updated regularly by doing monthly online trainings to stay current. If you don't update it you can lose your status and have to start Virtus training all over again. For more info on Virtus trainings and online bulletins, please visit [www.virtusonline.org](http://www.virtusonline.org).

NOTE: Fingerprinting through the Archdiocese of LA (ADLA) is done **only 1 time**.

If you have any concerns or questions about our safe environment here at St. Anthony of Padua Catholic School, please email me at [agrey@stanthonygardena.org](mailto:agrey@stanthonygardena.org).

Sincerely,  
Angela Grey

### **"Zero Tolerance Policy"**

The Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person or volunteer to serve in its parishes, schools, pastoral ministries, or any other assignment when such an individual is determined to have previously engaged in the sexual abuse of a minor.

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

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

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

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

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

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

The Archdiocesan Office of Safeguard the Children will work with principals at the schools and Directors of Religious Education in the parishes to establish these programs. Questions concerning this program can be forwarded to Chancellor, Coordinator of Children's Programs at (213) 637-7460.

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

*Revised August 20, 2007*

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a

paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations. **Please review the following guidelines and sign the "Acknowledgment of Receipt" for the file at the parish or parish school where you work or volunteer.**

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



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

*Revised 6/8/2010*

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name (please print legibly): \_\_\_\_\_

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

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

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

*Revised August 20, 2007*

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

**CODE OF CONDUCT FOR STUDENT WORKERS/VOLUNTEERS**

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

**As a student volunteer I will :**

- Respect the adults and supervisors with whom I interact
- Safeguard at all times children or other youth entrusted to my care
- Treat everyone with respect, loyalty, patience, integrity, courtesy and dignity
- Take care to be positive, supportive and caring in my speaking, writing and actions with the children/youth

- Avoid situations where I am alone with a child/youth
- Use positive reinforcement rather than criticism or comparison when working with children/youth
- Cooperate fully in any investigation of abuse of children/youth. Report suspected abuse to my supervisor, or if it involves my supervisor, report it to the principal or pastor at the location
- Be aware that young people can easily become infatuated with a youth leader or an adult. If I sense that this is happening, I will not encourage it. I will make my administrator aware of it so that the supervisor can resolve the matter, including reassigning me to other activities.
- Maintain appropriate physical and emotional boundaries with the children/youth, keeping hands, feet and objects to myself, in my personal space.
- Dress appropriately and not wear any clothing with offensive messages or Pictures As a Student Volunteer I will not:
- Endorse, during my ministry, any view contrary to the teachings of the Catholic Church

**As a student volunteer I Will Not:**

- Commit an illegal or immoral act
- Smoke or use tobacco products
- Use, possess or be under the influence of alcohol or illegal drugs at any time while at work or volunteering
- Verbally threaten or physically abuse anyone
- Use profanity in the presence of children/youth
- Use discipline that frightens or humiliates a child/youth
- Touch a child/youth in a sexual, overly affectionate or other inappropriate manner
- Sexually harass, request sexual favors from, or make sexually explicit statements to anyone
- Place myself in a situation where my interaction with a child/youth cannot be Witnessed
- Participate in private visits, parties or other activities with the children/youth unless approved by my supervisor
- Accept gifts from or give gifts to children/youth in my care without approval from my supervisor
- Tolerate inappropriate or bullying behavior by a child/youth towards another child/youth
- Fraternize with minors over the internet or through other forms of communication

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

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

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

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

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

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

Signature of Parent or Guardian: \_\_\_\_\_

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

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

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

## **WORK PERMITS**

Under California law and other relevant laws, a minor student may not work without a work permit issued by the appropriate authority. To obtain a work permit, certain information is required from the student's school.

Information regarding work permits

and how to apply is available from the California Department of Education website:

[www.cde.ca.gov](http://www.cde.ca.gov).

The minor/student, after obtaining a promise of employment, must obtain a "Statement of Intent to Employ Minor and Request for Work Permit." The minor, the employer and the parent 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" is the Superintendent of the local public school or those persons authorized in writing by the Superintendent to issue the permit.

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

For additional information and forms see

<http://www.dir.ca.gov/DLSE/ChildLaborPamphlet2000.html>

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

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

### **School Level**

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

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

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

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

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

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

The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.

However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

## ADLA POLICY FOR ADMISSION AND ATTENDANCE

### **Guidelines for Admission to Elementary Schools**

- Preferences shall be given to active members of the parish- proof needed, please provide parish number
- Under Archdiocesan guidelines for financial considerations to keep our school operational, the optimum number of students per classroom is 36
- 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 students' continued eligibility for enrollment in the parish school
- Each school shall establish procedures for admission and enrollment

### **St. Anthony's Admission and Attendance Policies**

Acceptance into St. Anthony of Padua School is based on the following:

First preference will be given to those Catholic students who live within the parish boundaries and whose parents/guardians attend Mass at a Catholic church and contribute to the parish on a regular basis. Tuition discounts are available for parents who attend St. Anthony of Padua Church regularly. Proof of parish registration must be provided (i.e. parish envelopes with home address on it). No in-parish tuition rates are guaranteed without proof at registration or re-registration. A new tuition contract must be signed every year, along with proof of parish registration.

Students who enter Kindergarten must be five years old on or before September 1 and students entering First grade must be six years old on or before September 1. A birth certificate from the county must be presented. Baptismal certificate and current report card must be presented at registration time along with all supporting documents

An admission test and personal interview with child will be given to all applicants before acceptance. There will be a **\$50** non-refundable application fee. Payment accepted: cash, cashier's check, or money order only. All forms and checklist for items needed for admissions can be found on the school website and should be downloaded and filled out before consideration can be given.

Parents agree to actively support the philosophy and goals of the school and agree to participate in sponsoring, volunteering, and participating in school activities and attending the 3 mandatory General Parent Meetings. The first is **Back to School Night in September**. If parents cannot attend a General Parent Meeting, they must send another relative or family representative in their place. Sign-in sheets will be at the front and a \$50 fine will be charged for non-attendance of each meeting.

### **Re-admission and Registration**

Re-admission/re-registration of students currently enrolled is based on grades/conduct, parental support of St. Anthony of Padua philosophy and goals, academic and disciplinary policies, financial responsibility and approval of the pastor and principal. No student will be re-admitted or be able to attend the first day of classes, unless tuition/fees balance is current or payment arrangements are made between the parent and the principal. Registration fees must be paid to secure a child's spot, and tuition contracts must be signed. Parents are requested to sign up for FACTS tuition payments. At no time will parents discuss tuition contracts with each other. Every situation is different, and financial issues are highly confidential to protect the privacy of all our families. In the event that a tuition scholarship is given to any family or a donor has sponsored a part of tuition anonymously, and it is brought to light that it was discussed with other families, the scholarships will be revoked completely and will not be reinstated.

- ❖ **Note there is a FACTS return payment fee of \$30 and a School late fee payment of \$25 totaling \$55 per returned check.**
- ❖ **If your account has an outstanding balance at the end of the year, your child will not be able to start the new school year until it is settled along with being billed with a late fee of \$50. If you leave the school without paying what you owe, it will be sent to a Collection Agency.**

**STUDENT REGISTRATION, TUITION AND FEES CONTRACT SY 2017-2018**



Oldest Student's Name \_\_\_\_\_ Gr: \_\_\_\_\_ Name: Parent/Guardian 1 \_\_\_\_\_  
 Second Child's Name \_\_\_\_\_ Gr: \_\_\_\_\_ Name Parent /Guardian  
 2 \_\_\_\_\_  
 Third Child's Name \_\_\_\_\_ Gr: \_\_\_\_\_  
 Fourth Child's Name \_\_\_\_\_ Gr: \_\_\_\_\_

- Phone # \_\_\_\_\_
- Email \_\_\_\_\_
- Other \_\_\_\_\_ \* check the box that is your best mode of communication

**Student Registration, Tuition & Fees Contract SY 2017-2018**

**NON-REFUNDABLE REGISTRATION FEES: (per student, to secure a spot for your child)**

Early Registration for Incoming Kindergarten – January 19, 2017 at 6:30 p.m. in the Hall: **\$175.00**  
 Returning Students re-registration for Fall 2017 (on Feb. 21 and Feb. 22, 2017): **\$150.00**  
 Open Enrollment/K-8 New Registration - March 1, 2017 New Students Registering at any time: **\$175.00**  
 Returning Students registering for Fall 2017- *After* March 1, 2017 (following Kindergarten & New Registration):  
**\$175 (\$25 late fee)**

Tuition is to be paid through FACTS Tuition Management Service. (\$45 set up and annual fees apply). Note: This contract agreement may change from year to year, and must be renewed and signed each year. School-based tuition assistance is preferentially given to those families who demonstrate financial need. For consideration of tuition assistance, you must **first** apply annually to CEF with proper documentation. Top priority for tuition assistance goes to those who qualify but did not receive CEF awards. On-site CEF appointments are available. Please visit [www.cefdn.org](http://www.cefdn.org) for more info or email Carlos Aguilar at [caguilar@stanthonygardena.org](mailto:caguilar@stanthonygardena.org)

If you do not meet CEF income guidelines and wish to receive school financial aid, you may apply online through PSAS (\$35 fee) to be considered for school-based tuition assistance at <https://factsmgt.com/>

In Parish Rate: Family Parish envelope# _____ (must show proof of registration)	Out of Parish Rate:
One Child- \$4,114.00/ year	<b>One Child- \$4,774.00/ year</b>
2 children \$7,035.00/ year	<b>2 children- \$8,124.00/ year</b>
3 children- \$8,982.00/ year	<b>3 children- 10,412.00/ year</b>
4+ children – Speak to principal for family rate	<b>4+ children – Speak to principal for family rate</b>

**Payment Cycles: (FACTS payments due on 5<sup>th</sup> or 20<sup>th</sup> of the month)**

- Plan 1: One payment Due June 1, 2017
- Plan 2: Two Payments First half due June 1, 2017 / Second half due Dec. 1, 2017
- 10-month plan August 2017 to May 2018
- Quarterly Four payments due July, October, January, and April

**\*Late payment fee: \$25, Insufficient fund fee: \$25**

**\*If your payment is one month late, and you have not contacted the principal, your child will not be able to return to class until full payment is received. You must notify the school if you know your payment will be late. It is your responsibility to notify the office and make arrangements with the principal.**

**\*Final grades will not be released until all tuition fees are paid**

### **Fundraising Financial Commitment**

To keep tuition costs low, all families have a **\$500** fundraising requirement per family.

\*This can be rolled into your FACTS tuition payments to avoid fundraising, or be paid in advance.

Each family has the following financial commitment of **\$500 per family**.

**Option 1- Payment:** Pay in Full upfront or roll into monthly FACTS payments

**Or**

**Option 2- Package selection which includes school suggested fundraisers:**

1. Chocolate/Pretzel rods- 4 boxes **\$120.00** ( **\$30 credit per box, must sell 4 boxes or be billed \$120 by November**)

2. Hawaiian Raffle - **\$200.00** (must sell a minimum of **\$200** or be billed in mid December)

3. Scrip – Earn **\$180.00** worth of credit by purchasing gift cards that can be used for everyday purchases, groceries, gas, dining, etc. now available online. Please refer to <https://www.shopwithscrip.com/> to view Scrip percentages as they vary. Credit to your account is based on the **percentage** returned to the school, **NOT** the dollar value of the Scrip purchased. **(year round option to earn all \$500 credit or be billed in May for total)**

**\*Any Fundraiser Fees not accumulated and outstanding fines will be billed at the end of May. Invoices will be sent out. You can always pay out \$500 in advance or in May or roll it into your yearly FACTS tuition payments to avoid fundraising. There are no roll overs to the following year's tuition and fees. You may gift monies over \$500 to another family.**

### **Mandatory Participation**

1. Three General PTO Meetings with at least one family representative in attendance in September, February, and May. (**\$50** fine for non-attendance)
2. Participation in at least one school Bake Sale per child's classroom per calendar year (**\$50** fine each for non-attendance)  
**\*As part of tuition 100% of proceeds go to the school for mandatory bake sales. 50% of proceeds go to school and 50% go to grade level/special interest group. For additionally scheduled bake sales it is a first come first serve for sign ups. ( 8th grade is given priority for trips). If you are making up bake sale hours at a different bake sale from your original assignment, contact the person in charge ahead of time to let them know of your attendance.**
3. Fiesta: 8 hours per family ( **\$200** fine for non-attendance)
4. Jog-a-thon Fundraiser in February- \$100 minimum per family must be raised in flat rate pledges or donations per lap.

### **Family Parent Leadership Committees (PLCs)**

**Check box of the option you choose to participate in and initial all points below:**

Each family must sign up for one of the various school Parent Leadership Committees (PLCs) as part of fulfilling their required service (**service must benefit the entire school, not just one class**). If not on a committee a non-participation fee of **\$250** will be charged. \_\_\_\_\_ (initial here)

- 25 hrs. of volunteer service valued at \$10 an hour. Volunteers can exceed the 25 hours if desired but there will be no rollovers to a new year \_\_\_\_\_ (initial here)
- \$250 fee for non- participation \_\_\_\_\_ (initial here)

### **Student Fees:**

Student Service Fee: **\$350** per student (please check one payment option)

- Paid in full 1<sup>st</sup> week of school
- Add to tuition and roll into FACTS throughout the year
- 10-month payment plan (Student Service Fee and other applicable fees)



**Other Fees**

- Tuition Set-up Fee: **\$45** (annual fee subject to change)
  - School Planner Fee: **\$5** per student (grades 3-8 only)
  - Music Fee: **\$10** per student
  - P.E. Shirts: **\$10** available in School Office
  - PLC fund:- **\$50** per family for bake sale supplies and events that benefit the entire school; not just one class
  - 8<sup>th</sup> gr. Graduation Fee: **\$150** (8th grade only) Students will not graduate /receive diplomas until balances are paid in full.
  - Kinder Promotion Fee: **\$20** per student ( Kinder only)
- ❖ **Note there is a FACTS return payment fee of \$30 and a School late fee payment of \$25 totaling \$55 per returned check.**
  - ❖ **If your account has an outstanding balance at the end of the year, your child will not be able to start the new school year until it is settled. If you leave the school without paying what you owe, it may be sent to a collection agency.**

*Saint Anthony of Padua School receives no funding from the Archdiocese of Los Angeles and/or outside entities. The school relies solely on tuition and fundraising to meet all costs involved in maintaining academics for our students as well as a balanced budget. Payments of tuition and fees **for the full school year** are the parents'/ guardians' obligation and responsibility. Please refer to Parent/Student Handbook for additional information. **If a student leaves or transfers out of school prior to completion of the contract, parent/guardian may be responsible for paying the remaining balance. Unpaid balances may be sent to a collection agency.***

**Total:** \_\_\_\_\_  
 Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLC INFORMATION**

To make your PLC experience as great as possible, we try to match your interests and talents with a committee of your choice. Please see committee options below. Each family must sign up for one of the various school Parent Leadership Committees (PLCs) as part of fulfilling their required service (**service must benefit the entire school, not just one class**). If not on a committee a non-participation fee of **\$250** will be charged.

- Parent Leader Committee
- Beautification Maintenance
- Catholic Schools Week/Open House
- Childcare
- Community Outreach and Partnership
- Community Service Opportunity
- Development/Grant Writing
- Faculty Life
- Fiesta Clean-Up
- Folklorico Committee
- Fundraising
- Hospitality
- Interior Maintenance
- Learning Lab/Library
- Marketing (Facebook)
- Musical Theatre
- Photography
- Publicity/Graphic Design
- Recess/Yard Duty
- Room Parent/PLC Fund
- Safety

- School Choir
- School/Church Liaison/Marketing Parishioners
- Sports/Coaching
- Student Life
- Sunday Food Sales (Bake Sales)
- Technology
- Yearbook

## **ROOM PARENT INFORMATION AND MEETING NORMS**

There are no more than 4 Room Parents per grade level in grades K-8. They will be responsible for:

- Helping teachers with miscellaneous projects or as requested
- Helping school represent your grade (coordinated by Pattie Padilla)
- Organize fundraisers for your grade
- Recruit volunteers and assist with Sunday food/bake sales (coordinated by Patty Sanchez)
- Phone calls/emails/call trees (Patty Sanchez will provide contact list)
- Keeping parents informed and be available for questions
- Reading weekly parent bulletins and keeping updated on latest school news via website or communicating closely with PLC Chairperson
- possibly organize grade level meetings (classroom)

Room Parents should also:

Remind classroom parents in their grade level that they can send someone in their place to volunteer or to attend parent meetings if parents cannot participate themselves. Everyone must participate to be fair to everyone, and if they don't, school we will be enforcing the \$250 fee for non-participation. (This is equivalent to about \$10 per hour for 25 hours of minimum service per family per year). In all cases, parents must notify the principal about any circumstances that will prevent participation. Being unresponsive is unacceptable.

At our school, we can also compile Meeting Norms into our five Tribes agreements that we practice school-wide which are: **Mutual Respect, Attentive Listening, Right to Pass, No Put Downs/Show Appreciation, and Personal Best.**

### **MEETING NORMS (system-wide)**

Get to know others

Participate and encourage others to do so

Speak for yourself, and don't apologize

Presume Positive Intentions

Limit Side Conversations

Let others finish

Ask Follow up questions

Share examples

Focus on Issues, not Individuals

**\*VERY IMPORTANT: Room Parents cannot volunteer in classrooms unless they are Fingerprinted and Virtus-trained. Certification must be current.**

**\*Service hours done in class must be pre-approved by administration, faculty or room parent and must benefit the whole school**

### **EMERGENCY INFORMATION**

Emergency cards are to be filled in and returned to school immediately. **A parent/guardian must fill in both sides and sign the back.** Two local persons other than the parent/guardian should be named who can be contacted in the event of an emergency for the student if the parents/guardians cannot be reached. In case of illness or accident, the school will contact the home by phone and follow the request of the parent/guardian. Emergency updates must be

made every trimester. Classroom teachers and the front office **MUST** have your most current information at all times or you put your child's safety at risk.

**URGENT:** Notify the school immediately if there is a change in address or telephone number at home or at work. We must be able to reach you in case of an emergency pertaining to your child, or your child may not be allowed in school.

**Release of Students after a Disaster:** In event of a disaster, children may not be released to anyone other than persons listed on the child's emergency card or to persons with written permission from the parent/guardian. All releases will take place only upon the authorization of the school principal or designee. Teachers are not to release students unless authorized to do so, and then only to authorized agents.

**All Parent Volunteers on campus at any time must also be aware of all SAFETY drills procedures in case of a lockdown, fire drill, earthquake, bomb threat, or power outage.**

#### **IN CASE OF DISASTER EMERGENCY, PARENTS/GUARDIANS SHOULD**

- Be certain that the EMERGENCY CARD is accurately and completely filled out each trimester and returned to the school. (Both sides plus signatures. Must be legible.)
- Remember that the safest place for your child in an emergency during the school day is the school itself.
- Remember that the school **WILL NOT SEND YOUR CHILDREN HOME** in an emergency unless school conditions become untenable and then only if dismissal takes place with complete safety.
- Make certain that your child understands and uses the safest and most direct route to and from school. If you give your child express permission to use public transportation or walk to and from school, this is at your discretion and you must notify us in writing that you have authorized this to take place.
- Make certain that your child understands where to go when an emergency arises en route to or from school.
- Monitor the EMERGENCY BROADCAST SYSTEM for emergency information and for special taped instructions regarding schools. **DO NOT PHONE THE SCHOOL.** Lines are needed for emergency use.
- Be aware of, support and reinforce the emergency procedure information your child receives at school. Stay calm.

#### **St. Anthony of Padua School Disaster Procedures Initial Response to Earthquake**

##### **Inside of a Building:**

##### **Response by all persons (students, teachers, parents, staff)**

1. **Drop down** to knees with back to windows.
2. **Duck and Cover** under nearest desk, chair, or table if available. If not available, drop where you are and assume classic "Earthquake Position" with arms covering back of head.
3. **Hold** furniture securely with both hands, when taking cover under it.
4. Evacuate upon your own discretion when shaking has stopped.
5. After evacuation, have students be seated in Student Control area facing away from the school, so students will not watch any emergency procedures that may take place. The teachers will take roll.  
Any persons unaccounted for should be noted on the roll sheet. Teacher will then hold up a green card signifying all present or a red card signifying missing student(s).
6. When student is absent or not present at roll call teacher should immediately write the status of that student on their sheet and that sheet goes to the incident commander (Principal) at the appropriate time.
7. All teachers should report to the commander (Principal) to hand in status sheet. Teachers should have their walkie talkies on Channel 1.
8. Once all information has been gathered from the status sheets by the commander, the commander will deploy each team where they are needed.
9. Each team will be contacted by the commander on a periodic basis for status reports. The school communication systems will be used.

##### **Outside of Building (School yard):**

##### **Response by all persons (students, teachers, parents, staff)**

1. Drop, Duck, Cover and Hold position.
2. Go to the middle of the yard, away from buildings (Due to possible broken glass and falling articles) vehicles and over hanging wires.
3. Students should be seated in Student control area facing away from the school, so children will not watch any emergency procedures that may take place. The teachers will take roll. Any missing, injured or trapped persons should be noted on the roll sheets.
4. While teachers are taking roll call, identify any student in immediate need, those students shall be directed to the commander.
5. All teachers should report to the Commander to hand in status cards to the Commander, if any and give class status.
6. If teachers are not with their class during time of emergency, teachers should immediately go to where their class has been pre-instructed to meet after emergency.
7. Once all information has been gathered from the status cards by the commander (Principal), the commander will deploy each team where they are needed. Special note\* Child control captain and their team should be the first to be deployed, immediately.
8. Each team will be contacted by the commander on a periodic basis for status reports. The “school communication code” will be used.

## **Fire Procedures**

### **Inside of a Building:**

#### **Response by all persons (students, teachers, parents, staff)**

1. Teachers take the emergency bag and lead students out of the building as quickly and calmly as possible.
2. After evacuation, have students be seated in Student Control area facing away from the school, so students will not watch any emergency procedures that may take place. The teachers will take roll. Any persons unaccounted for should be noted on the roll sheet. Teacher will then hold up a green card signifying all present or a red card signifying missing student(s).
3. When student is absent or not present at roll call teacher should immediately write the status of that student on their sheet and that she goes to the incident commander (Principal) at the appropriate time.
4. All teachers should report to the commander to hand in the status sheet.
5. Once all information has been gathered from the status sheets by the commander, the commander will deploy each team where they are needed.
6. Each team will be contacted by the commander on a periodic basis for status reports. The “school communication code” will be used.

### **Outside of a Building (School yard):**

#### **Response by all persons (students, teachers, parents, staff)**

1. Students meet teachers at Student Control area.
2. After evacuation, have students be seated in Student Control area facing away from the school, so students will not watch any emergency procedures that may take place. The teachers will take roll. Any persons unaccounted for should be noted on the roll sheet. Teacher will then hold up a green card signifying all present or a red card signifying missing student(s).
3. When student is absent or not present at roll call teacher should immediately write the status of that student on their sheet and that she goes to the incident commander at the appropriate time.
4. All teachers should report to the commander to hand in the status sheet.
5. Once all information has been gathered from the status sheets by the commander, the commander will deploy each team where they are needed.
6. Each team will be contacted by the commander on a periodic basis for status reports. The “school communication code” will be used.

## **Intruder/Lockdown Procedures**

#### **Response by all persons (students, teachers, parents, staff)**

1. In plain language, make it known an intruder is on campus.
2. Everyone will run to the nearest door to hide from intruder.

3. Immediately close and lock doors without negotiation. Close all windows, turn lights/fans off, block any windows on doors, and remain as quiet as possible.
4. Keep students inside huddled towards the nearest wall.
5. All students who may be in the bathroom, run to the nearest classroom, or hide in the bathrooms or anywhere else they can find.
6. Doors remained locked without negotiation until police or administration opens the door.
7. Use your best immediate discretion to preserve the safety of students.
8. If the lockdown is for a prolonged period of time, take out water and snacks for the students.

-If there are helicopters flying or a suspicious person outside the gates or if someone questionable is trying to get on campus, the office will make the call to go into immediate lockdown. Again, we will use no code words. Say, "This is a lockdown. Turn off your lights, lock your doors, cover the windows and move all children away from windows. Be absolutely quiet." Doors will be covered. Once locked, nobody comes in and no one goes out. Barricade the door with desks as needed, especially if a door won't lock. Wait for authorities to open the door and keep walkies on channel one. Keep cell phones close to you as needed.

#### **For Blackouts/Power Outages:**

Office staff and administration will call the Electric Company first to get an update on the situation. We will wait for 10 minutes or so, and if the power is still not restored, parents may be called to pick up their children.

-If a blackout occurs BEFORE the school day starts, school may be canceled that day to ensure safety. Parents should have the most current emergency contact info on file and guardians should be able to be reached at all times.

-Each class is equipped with small emergency lights that are plugged into every wall. Once the circuit senses that there is a loss of power, the emergency lights automatically turn on, but this is not enough power to light a whole classroom and there are no school generators to sustain power throughout the school.

-Parents will be called after 10 minutes if the Electric Company informs us that power will not return for an extended period of time. Administration will make that determination, based on information from the Electric Company.

-Students will be asked to stay in their classrooms or in a controlled environment (like the Hall), until parents come to the office to sign them out.

#### **For Bomb Threats:**

-In the event of a bomb threat, parents will be notified to pick up their children immediately. The school building and premises will be evacuated and students can be picked up at a location off-site. This designated location after evacuation will be either at the old church across the street, on 163rd St. or at Mas Fukai Park on Normandie, depending on the severity of the threat.

-Teachers will take their cell phones and walkie talkies with them, as well as their red emergency bags. Students will line up quietly in number/alphabetical order and stay with their homeroom teachers.

-Parents will be notified as soon as possible via phone, text, and/or email. Please do not call the school to keep phone lines open.

#### **Hot Weather Plan**

When the weather gets hot, we will either have to suspend outdoor PE and limit it only to indoor activities in the PE room or in the hall. We can also provide a cooling area (with ice packs and water), and make sure parents continue to educate their children about basic things to remember on a hot weather day like taking off jackets and sweaters (we have found that some students are reluctant to do this). Students must FOLLOW INSTRUCTIONS OF THE SCHOOL and not get upset at personnel for not allowing them to play outside in the heat. This applies to daycare students as well. Please talk to your children about this.

Once it gets to **100 degrees or more**, parents will have the **option** of coming and picking up children. If students are sick in the office, we recommend that it is best for parents to pick up their children and take them home. Our intent as a school is NOT to shut down every time it gets hot, but to keep students in school and to provide for them while we go through hot spells.

#### **Important Safety Reminders:**

All parents who volunteer on campus MUST at all times be aware of and MUST adhere to safety procedures as outlined in the handbook. They must practice all drills as needed and always put the school as a whole first, not just their own children. This goes for any teacher as well, who has children attending the school. This could save more lives in the event of an emergency.

All substitute teachers and aides on campus must be made aware of safety procedures as well. Each room in the building should have a red emergency bag hanging on the wall near the door, that will be updated annually with current supplies, rosters, and emergency cards/medical information.

All Rooms will have working walkie talkies at all times. They must be turned on to Channel 1 as a default for school communication or Channel 2 to reach staff/administration during school hours.

Each outlined emergency situation will be practiced throughout year (at least once a month) including situations when the school is gathered in the hall, in the church, and out on the field during recess and lunch so all stakeholders are prepared in case of any emergency.

## **MEDICAL PROCEDURES**

### **Health Records**

Upon registration, each parent/guardian is asked to supply for their child, verification of immunization for polio, measles, rubella, mumps, diphtheria-tetanus, a Mantoux TB skin test and Hepatitis B. Students entering Grade K and new students in grades 1-8 are required to present a certificate from a physician describing results of a physical examination of the child, given during the last six (6) months. In the absence of such a certificate, parents/guardians must sign a waiver to indicate that they have strong reasons for preventing such an examination. Proof must be on file by September 15 or the child will have to remain at home. Given the recent law that was passed in CA regarding immunizations, new students may not be accepted, based on a lack of proof of immunization. Returning students may be required to get immunized, unless they were already here and were grandfathered in, if they want to continue their education at St. Anthony of Padua School.

### **Medical Appointments**

Parents/Guardians are asked to keep medical appointments during school hours to a minimum. For early dismissal for medical or dental appointments, a note should be sent to the office in the morning and presented to the secretary, who will forward it to the classroom teacher. A notification by email is acceptable. In this case it should be cc:ed to the classroom teacher **AND** the office staff (at [contact@stanthonygardena.org](mailto:contact@stanthonygardena.org)). The student is to check in and out at the office. Parents/Guardians must sign out the student in the office and should not go directly to the classroom. To be recorded as an excused absence, a written certification from the DOCTOR/DENTIST is required on the child's return to school. Parent notes are not acceptable. Doctors/dentists can fax directly to the school office. Your child will be marked for having an unexcused absence until the doctor's note is received. This information will be recorded in the official attendance register and will be placed in student's file.

### **Administration of Medicine**

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.



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

Location: \_\_\_\_\_ Part A to be completed by a licensed physician unless copy of prescription and original prescription bottle is provided containing the information requested in Part A. I hereby request that my son/daughter be allowed to take the following medication(s) at the Location identified above and/or at a Location sponsored field trip, event or activity. \_\_\_\_\_ Last

Name of Minor \_\_\_\_\_ First Name \_\_\_\_\_ Sex \_\_\_\_\_ Birth Date \_\_\_\_\_

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

A. Physician's Instructions. (Complete where applicable)

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

Dosage Prescribed \_\_\_\_\_ Date/Time Schedule \_\_\_\_\_ Dose Form (tablet/liquid) \_\_\_\_\_

Please notify this office if patient misses medication Yes \_\_\_ No \_\_\_

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

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

Print Name of Licensed Physician \_\_\_\_\_

Signature of Licensed Physician \_\_\_\_\_ Date \_\_\_\_\_ Physician Address and Phone Number \_\_\_\_\_

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

Parent/Guardian Name: \_\_\_\_\_

Emergency phone number: \_\_\_\_\_

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

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

Page 1 of Revised July 2014 Copyright © 2014 Roman Catholic Archbishop of Los Angeles, a corporation sole. All rights reserved

### **Administration of CPR:**

Personnel will administer medication and in emergency situations, will perform CPR as needed, in good faith.

A Good Samaritan doctrine is a legal principle that prevents a rescuer who has voluntarily helped a victim in distress from being successfully sued for wrongdoing. Its purpose is to keep people from being reluctant to help a stranger in need for fear of legal repercussions should they make some mistake in treatment. By contrast, a duty to rescue law requires people to offer assistance, and holds those who fail to do so liable.

Good Samaritan laws offer legal protection to people who give reasonable assistance to those who are, or who they believe to be, injured, ill, in danger, or otherwise incapacitated. The protection is intended to reduce bystanders' hesitation to assist, for fear of being sued or prosecuted for unintentional injury or wrongful death. In essence, these laws protect the "Good Samaritan" from liability if unintended consequences result from their assistance. Who is protected under these laws (physicians, emergency medical technicians, and other first responders, teachers and school personnel included) The school assumes Good Samaritan liability protection to cover those on our premises and under our jurisdiction, acting during an emergency.

## **ROUTINE PROCEDURES AND RULES**

### **Responsibility of Home**

Parents/Guardians are responsible to determine a safe method of transporting the student to and from school. They are asked to use a reasonable speed (5 mph) on school grounds and obey the traffic pattern. The school cannot be responsible for students who loiter on the way to and from school. In order to establish the students' whereabouts, parents/guardians should know the time of the students leaving home and arriving at school.

Parents/Guardians are also responsible to provide the school with information on emergency cards stating who can be contacted in case of a student's emergency. On the yellow emergency card, an earthquake release form is also completed stating to whom the child may be released in the event of an earthquake or other disaster. In the event of earthquake or other disasters, parents/guardians are responsible for prompt pickup of their students.

### **Responsibility of School**

The school provides first aid for minor injuries and contacts the parent/guardian in case of a student's illness or accident. Parents will be notified by phone, email, or by written note if a child has been injured. The school or person in charge of the child will fill out an accident report form that will be sent home that day, if the severity of the injury warrants one.

### **Drills**

The school conducts monthly drills for evacuation of the building in case of fire, lockdown, earthquake or other emergencies and natural disasters. Drills are conducted to provide practice for safety in case of such emergencies. They are required by law and should be considered as serious matters. Complete cooperation with rules and procedures regarding quiet and safe movement is expected from each student.

### **Mass Days**

School Masses take place every Friday from 8am-9am. For safety reasons, school children are never allowed to use the church bathrooms at the front of the church during school hours. Those bathrooms are open to the public. To ensure safety, K-3 students must go to the restrooms by the lunch tables in the Hall and will be supervised by an



adult who is school personnel. Students in grades 4-8 can go in pairs, but an adult will be standing outside the bathroom to monitor their safety, since gates are open at that time.

### Birthday Policy

All birthdays in the same month will be celebrated on one day in that month. Summer birthdays will be celebrated in either May or June, but it's up to the teachers' discretion. **This is in no way mandatory.** In an effort to build each teacher's classroom library and also promote literacy, parents also have the option of donating a book to the classroom library in their child's name as a birthday gift. Again, this is optional.

The room parents, in conjunction with the teacher, will decide the exact date of the class birthday party for a particular month. The room parents will contact the parents of the children with birthdays in that month and each family can bring in one healthy treat or drink for a small 30-minute party (maximum). There is absolutely NO eating in classrooms, so all parties will take place on the brown or blue benches or in the hall if it's free on the chosen date. Parents can divvy up the healthy treats by coordinating together with the room parents or on their own and in collaboration with the teacher. Teachers must be aware of what parents are bringing in and be aware of allergies as well.

### Vending Machine Policy

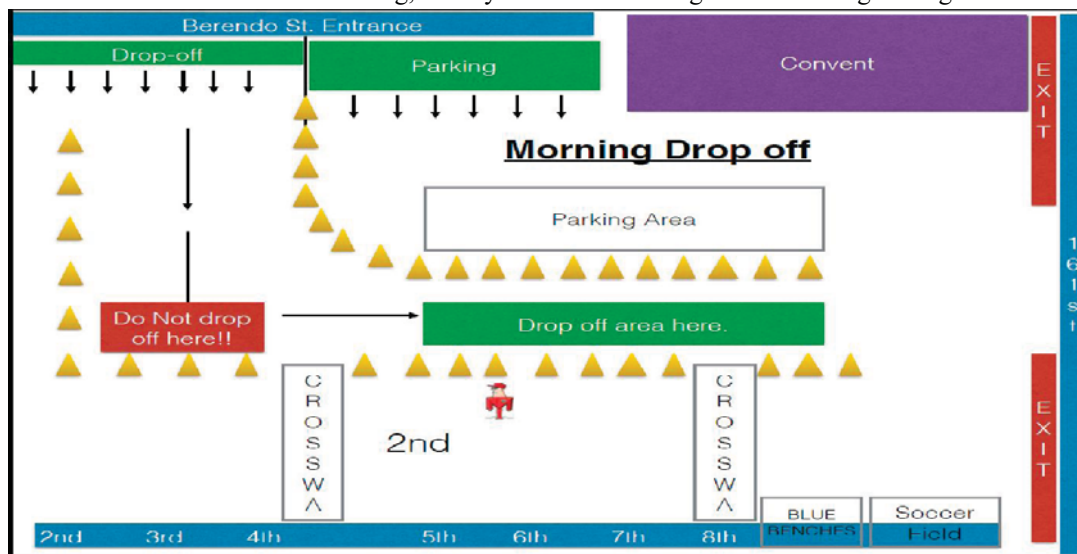
Students should only visit them before school, during recess, during lunch (AFTER they have eaten their lunch, during their lunch recess time), and after school, not during bathroom breaks. The result of visiting the vending machines at inappropriate times will be a conduct slip. **There is to be NO loaning money to others. Wallets and money should be kept in backpacks and are not the responsibility of the school.**

### Responsibility of Student

The student is responsible to follow the safety rules and instructions regarding coming to and going home from school. Reasonable precautions must be taken in the care of personal property, labeling books and clothing, locking bicycles, etc. Students should notify parents/guardians about any changes in the regular routine.

### Carline Drop off in morning

Always enter on Berendo St. gate only. Follow cones and directions of traffic safety guard. Be careful for children crossing or playing. There is only one exit out the gate open that leads to 161<sup>st</sup> St. Parking area is designated below. Those families with young children or people with disabilities may be directed to the handicap parking for easy access to the office or school building, so they can avoid crossing the street using a designated crosswalk.



### Carline Pick up in afternoon

Always enter on Berendo St. gate only. Follow cones and directions of traffic safety guards. Be careful for pedestrians crossing. Kindergarten and first grade students will stay in the classroom. Parents and guardians whose youngest child is in Kindergarten or first grade must park in the designated parking spot (guided by the traffic guards) and always use crosswalks to pick up children. **NEVER** leave your car unattended with or without engine running and **NEVER** exit your car if you are in the carline pickup. The classroom teacher will walk your child over to you and open the passenger side door for safety and to keep the flow of traffic moving in a timely manner. It is

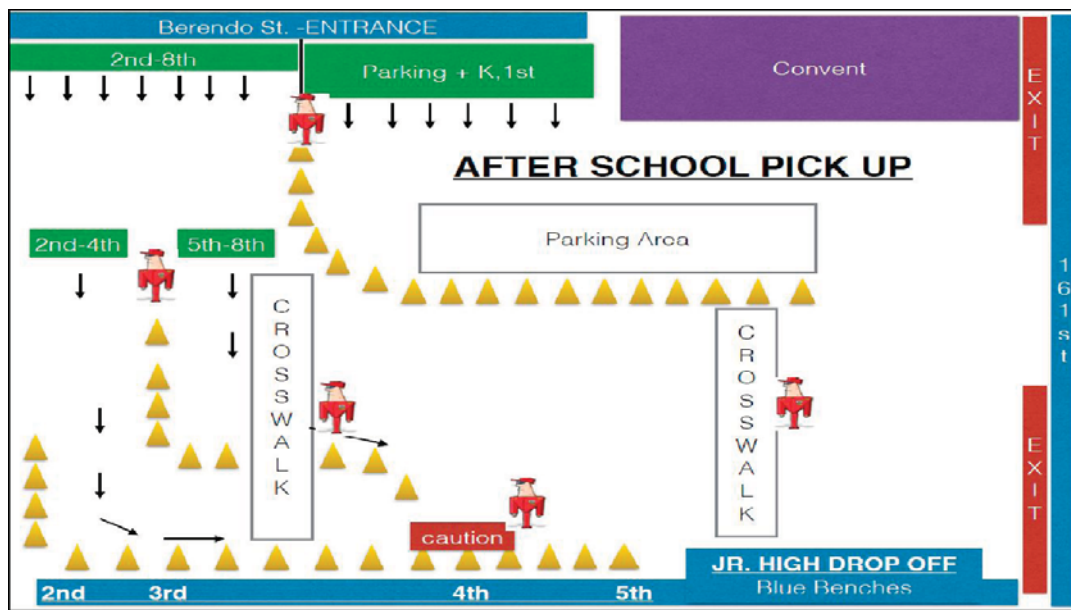
recommended that carseats for school children are placed on the right hand side for easy entrance and safety during carline. Families and carpools will sit together. Older siblings/carpool mates will meet their younger siblings/carpool mates at their classroom's designated pickup area. The older students will not enter classrooms but will remain seated. On rainy days, pull as close as you can to the breezeway so children do not get wet. Students will remain seated on their benches behind the cones.

You may exit out of the 2 gates as directed, but you **MUST** follow guards and the normal flow of traffic. Please do not speed. 5 mph is the maximum in our parking lot.

If you must park for any reason, please go around the cones, never cut through, and park near the first crosswalk closest to the church on the opposite side of cones. Guards will direct you. **Park only in the designated areas and ALWAYS use crosswalks.** There are 2: one by the elementary and one by the junior high. SAFETY FIRST PLEASE. Thank you for your cooperation.

**NOTE: If students ride a bike, walk home, or ride the bus to and from school, parents/guardians must sign a waiver form, to release school of liability once the student leaves school property. For safety reasons, students may not leave campus until all gates are closed and carline is finished.**

**\*After 4pm, all visitors must enter through the gates on Berendo**



St. Anthony of Padua Catholic School  
 1050 W. 163rd Street  
 Gardena Ca. 90247  
**Phone:** (310) 329-7170

**Permission Slip to Walk to School and/or Home (Grades 5-8 Only)**

This form needs to be completed and on record with the school office for any child who will not be picked up in the school parking lot. Teachers will only release students to parents at cars following school dismissal guidelines or to a parent/guardian who walks to the school to pick up their child.

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

Students Name \_\_\_\_\_ Grade \_\_\_\_\_

I \_\_\_\_\_ (parent or guardian, please print) give my child \_\_\_\_\_ (student's name) permission to walk or bike to school/ home unsupervised at 3:00pm regular dismissal / 1:30 half day dismissal on any school day. I understand that in granting

this permission my child's teacher is authorized to release my child at the school door. I also understand that my child must leave the school property at dismissal time and will not be allowed to remain on or return to school property unless they are registered in an after school program, and have checked in with the supervising adult for that specific after school activity. If my plans should change and my child needs to follow a different school dismissal arrangement, I will contact the school office with instructions for my child.

Parent/Guardian Signature \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

### **Leaving Grounds**

Students will not be allowed to leave the school grounds, except by previous arrangements made between parent/guardian and the school. No student should be absent from the school grounds for any reason without clearance from office personnel. This rule applies to all local businesses within walking distance of the school. Because of insurance coverage, students who leave the school grounds are ordinarily not permitted to re-enter the school premises. Student given permission to walk home or ride their bike home after school may only leave after the carline pickup has ended and must have signed a permission slip from their parents allowing them to do so. (See form at end of handbook or download from website). Without signed permission, students will not be allowed to leave until an authorized person picks them up. After carline, all students are asked to go to daycare, and applicable charges will be incurred by parents/guardians.

### **UNIFORM DRESS CODE**

#### **Purchased through Vicki Marsha Uniform Company**

**5292 Production Drive, Huntington Beach, CA 92649**

**Phone: (714) 895-6372, Fax: (714) 890-9959**

**[www.vickimarsha.com](http://www.vickimarsha.com) ~ School Code: SAP7170**

#### **1. Pants, skirts, jumpers, shirts**

##### Girls Uniforms

- Navy twill pants; must be fit to size (no saggy/baggy pants/no skinny pants)
- Shorts – navy twill walking shorts Girls' length - *2" above knee (no shorter)*
- Skirts: Skirt must touch middle of knee or Plaid Double Wrap Skort. Grade 5-8 knee-length plaid Skirt or Skort or navy skirt.
- Shirts: Grades K-4 plaid Bib Top: 2-pleat White round collar blouse or blue or grey Polo Shirt. Grades 5-8: Choice of white pointed collar blouse or blue or grey Polo Shirt
  - Shirts must be tucked in at all times.
- **Mass Days- Formal Uniform**
  - Girls: K - 4<sup>th</sup> Grade: White Round Collar Blouse: SAS Collar, Continental Tie, Plaid Jumper or Skort & Navy Cardigan with Emblem. (see photos below)
  - Girls: 5<sup>th</sup> – 8<sup>th</sup> Grade: White Oxford Blouse: Logo on Pocket, Plaid Prep Tie, Plaid Skirt or Skort & Navy Cardigan with Emblem
- No Navy skirt or pants. ONLY plaid skirt.

##### Boys Uniforms

- Shorts – navy twill walking shorts Boys' length - *knee-length (no longer)*
- Belt is REQUIRED for all boys except Kindergarten, where belts are optional \*\*\*
- Shirts– grey or blue short sleeve polo with school logo imprinted on shirt provided by Vicki Marsha Uniform Co.
  - Shirts must be tucked in at all times.
- **Mass Days- Formal Uniform**
  - K – 8<sup>th</sup> Grade: White Oxford Shirt: Logo on Pocket, Custom Navy Tie, Navy Pleated Twill Pants, Belt & Navy V-Neck Pullover or Vest w/Emblem Belt is optional for Kindergarten boys. (See photos below.) **Note: Mass attendance for Kinder begins the 2nd to last week of October.**
  - Students may ***not*** wear shorts on Mass days unless otherwise noted by administration because of extreme heat

\*\* Fall 2016 there will be a new logo on the uniforms. ALL official school uniforms past and present will be accepted.

#### **2. Jackets, sweatshirts, sweaters, scarves, hats and gloves**

- Navy jacket with school logo
- Navy blue sweatshirt with school logo
- Students who do not have official school jackets must either purchase official jackets or wear plain navy blue jackets/windbreakers. It must match the uniform or students may be sent to the office until parents bring their proper attire. No jackets with designs. On winter days, students may wear heavier jackets, but the color must match the uniform. If a uniform is in question, parents will be notified immediately.
- No prints. Logos, sequins/glitter on attire. Must match school colors- Black, White, Navy or Gray

### **3. Socks, shoes**

- Athletic or walking shoes MUST be predominantly Black, Grey, White or Navy Blue with no other color. NO combat boots are allowed. Shoelaces MUST match the shoe color. A solid color is preferred, but white trim is acceptable. No extreme colors. No sparkles, designs or sequins on shoes allowed.
- Socks must be white, black, or navy blue
  - i. Girls' – knee high or crew socks
  - ii. Boys' – crew socks only
- ***No ankle socks allowed***

### **4. Hair, Jewelry, Make-up**

- Hair- moderate hairstyles allowed
  - Boys' no shorter than #3 cut– must not touch collar no extreme or over the ear styles, no hair coloring, no mohawks or designs in hair
  - Girls'– moderate style – no extreme styles or hair color of any kind, shaved heads or designs. No extreme hair accessories, nothing that distracts from the uniform look. Must be school colors: Black, White, Navy or Gray.
- Jewelry: single ring, necklace, bracelet, small stud earrings (one pair), (*only girls may wear earrings*), *no hoop or dangling earrings*.
- Makeup – no makeup is to be worn; no nail polish, no lipstick, no lip gloss, Chapstick is acceptable

### **5. P.E. Uniforms**

- Navy shorts- uniform company provided
- Navy shirts with school emblem- Sold in School Office
- Navy sweat pants with Trojan Emblem (especially during cold weather)
- Proper tennis shoes should be worn; tie or Velcro, no extreme colors or patterns on shoes
- Students must be in uniform to participate in PE

Our objective is to have students who look neat and presentable, who show respect for themselves by looking and acting their best. Students attend a private, Catholic school where all students are required to wear a uniform and have a consistent look across the board. Therefore, the overall look should be uniform at first glance. Repeated violations will result in students being sent home. We appreciate the help of parents/guardians. On occasion, Free Dress days will be allowed, but it is encouraged that classes will have Free Dress days on Wednesdays. There may be days where Jeans may be allowed, but only when pre-approved by administration.

## **EXAMPLES**

### **Kindergarten Girls' Daily Wear**



**Top Options**

- White blouse
- Gray Polo with logo
- Blue Polo with logo

**Bottom Options**

- Plaid skirt
- plaid jumper

**Required:**

Black shoes and knee socks (white or navy blue)

**Winter and cold day Options**

**\*All jackets and sweaters must have the school logo.\***

- Cardigan sweater
- School jacket
- Navy blue pullover sweater with school logo
- Navy blue or white full leg stockings

**Teachers strongly recommend you mark your child’s jackets and sweaters in multiple locations on the item with your child’s first and last name.**

**Kindergarten Girls’ and Boys’ PE Uniform**

**Worn all day**



**Bottom Options**

Navy blue mesh short Jersey short sweatpants with school logo

**Required Top:** Navy blue PE T-shirt with school emblem. (Sold by the school in the main office.)



**Required:** Crew socks and athletic shoes (NO converse shoes)

**Winter and Cold day options**

- School jacket
- Navy blue pullover sweater with School logo
- School sweatpants

Teachers strongly recommend you mark your child's jackets and sweaters in multiple locations on the item with your child's first and last name.

**Kindergarten Girls' Mass and Formal Uniform**

Worn on Fridays, special mass days, and formal events



**Required Apparel:**

- White round collared blouse with school logo on the collar
- Continental tie (Please label with your child's name)
- Black dress shoes
- White or navy knee length socks
- Cardigan sweater with school logo

**Bottom Options** Plaid skort, plaid jumper

**Kindergarten Boys' Daily Wear**

**Top Options**

- Gray Polo with logo
- Blue Polo with logo

**Bottom Options**

Pleated navy shorts Pleated navy pants

**Required:**

Black shoes and white crew socks

**Winter and cold day Options**

**\*All jackets and sweaters must have the school logo\***

- Knitted pullover vest
- Knitted pullover sweater
- School jacket
- Navy blue pullover sweater with school logo

Teachers strongly recommend you mark your child's jackets and sweaters in multiple locations on the item with your child's first and last name.



**Kindergarten Boys' Mass and Formal Uniform**

Worn on Fridays, special mass days, and formal events



**Required Apparel**

- White pointed collar dress shirt with school logo
- Pleated navy pants
- Navy blue strap clip-on tie (Please label with your child's name)
- Black dress shoes
- White crew socks
- Knitted pullover vest **OR** Knitted pullover sweater

**Teachers strongly recommend you mark your child's jackets and sweaters in multiple locations on the item with your child's first and last name.**

### **Lost and Found**

All articles of clothing or personal items subject to loss should be **clearly marked and permanently labeled with child's name**. Lost and found articles of clothing are placed in the Daycare Room, room 6. If unclaimed for over a month, these articles are turned in to the school uniform exchange or may be donated/recycled

## **ACADEMICS**

### **Report Card Information**

**Frequency:** At St. Anthony of Padua, we give out report cards once a trimester. They are handed out during the week following the end of the grading period at an Awards Ceremony in the church, where Citizenship, First Honors, and Second Honors are also awarded to deserving students. Progress reports or failure notices are issued at the middle of each trimester. Open and frequent communication between teachers and parents/guardians is highly recommended and encouraged. Please be sure your child's teacher has your most updated contact information and the best way to contact you. This can be given specifically to your child's teacher at Back to School Night in September. Parents can also get email/phone notifications from Gradelink whenever a teacher adds or updates a grade. The office has your child's ID and Password so you can check his/her grades at anytime, except the small window when grades are closed before report cards are issued.

### **Interpretation of Grades**

St. Anthony of Padua Elementary School uses the Pupil Development Report of the Archdiocese of Los Angeles Elementary Schools. In Grades 3-8 the following is used:

#### **A. Grades K - 2**

Subjects: O = Outstanding; G = Good; S = Satisfactory; NI = Needs Improvement

Skills: + = Areas of Strength; Check = Areas for Improvement

The grades the students receive are based on the following criteria: oral reading, oral responses, class participation, and daily seatwork, which reinforce the skills taught.

#### **B. Grades 3-8**

##### **Subject Areas**

A	(93 -100)	Excellent
B+	(90 - 92)	
B	(87 - 89)	Very Good
B-	(85 - 86)	
C+	(80 - 84)	
C	(75 - 79)	Average
C-	(70 - 74)	
D	(65 - 69)	Poor
F	(0 - 64)	Not Passing

The grades the students receive are based on the following criteria:

- Tests, quizzes, and some written classwork and homework are scored with a percentage, which is converted to a letter grade.
- Class participation, book reports, projects, and compositions are graded more subjectively and therefore a letter grade is assigned. For these, the students know the expectations and must follow the guidelines set for the assignment.

- In the subjects of music, art and physical education: O (outstanding); G (good); S (satisfactory); NI (needs improvement) or letter grades may be used to indicate student progress.
- When a student misses tests and/or assignments, the student is given a week to make up the work before receiving a grade.
- If a student is late with assignments because of lack of effort, the grade will be lowered. If assignments are not turned in a 0% grade is given.

Equally important are grades in the section dealing with effort, conduct, and work habits. These give a better indication of the student's attitude toward the learning situation provided in school. The effort mark is of utmost importance and should be carefully checked. The effort grade is interpreted as follows: O (outstanding); G (good); S (satisfactory) and NI (needs improvement) in grades K-2 and letter grades in grades 3-8.

### **Gradelink**

Grades may be accessed online using the Gradelink website. Please use the link below to find a training video: [https://help.gradelink.com/?page\\_id=5243](https://help.gradelink.com/?page_id=5243). The video will always be of access after logging into the website. The only time this won't be active is during the blackout period which is two weeks prior to the release of report cards so teachers can update final grades and finish editing comments. In addition Gradelink notifications are available via email

### **Reports for Separated Parents**

Special requests should be made to the office in writing when separate reports are needed for separated parents/guardians. Reports can be mailed.

### **Failing/Progress Reports**

Reports are sent home at the mid-point of each report card period to inform parents/guardians of poor performance in academic subjects, conduct, or in attitudes and health.

Report cards represent a summary of an entire trimester's work. Teachers send home student work each week, so parents/guardians must review this work on a regular basis to get a pulse on how the student is doing and what to expect during reporting periods. The level of parents'/guardians' interest and support for their child can alter student academic performance in a positive way. Returned work and important school information is usually sent home in the yellow parent envelopes each Tuesday.

### **Incomplete Grades**

If the student does not complete the assigned work missed due to absence or other reasons, they will have appropriate time to make up their work. However, incomplete work not made up will be entered as a zero on the report card. A letter grade will be issued on completion of that work within the time designated by the teacher. Excessive absences of fifteen or more days during a trimester may result in the holding of the report card grades until the work is made up.

### **Awards:**

In all grades emphasis is placed on enhancing each child's self image.

- Citizenship Honors in grades kindergarten through eight will be awarded to those students who have earned and maintained an "O" or "A" average in both Behavior and Work Habits throughout a trimester.
- Academic First Honors will be awarded to students with an A in Religion, Reading, English, Spelling, Handwriting, Math, Social Studies, Science, P.E. and Music throughout a trimester. (A is an exceptional grade.)
- Academic Second Honors will be awarded to students who with no grade lower than a B- in Religion, Reading, English, Spelling, Handwriting, Math, Social Studies, Science, PE, and Music throughout a trimester.

### **Homework**

The purpose of homework is to reinforce material already taught and to foster habits of independent study. The following guidelines apply:

- Assignment of homework is usually limited to days on which the school is in session, unless make-up work or long-range assignments are required.
- Homework is not assigned as punishment.



- Exceptions are made for compassionate reasons upon request of the parent/guardians.
- Suggested homework schedules are as follows:
  - Grades K-2: optional, not to exceed one-half hour
  - Grades 3-5: not to exceed one hour
  - Grades 6-8: not to exceed two hours

This schedule does not mean that students will be assigned each night the exact amount of homework as the maximum limit. Schedule variations may provide some time within the school day to accomplish some of the assignments.

Homework is the work of the student. Parents/Guardians may help by supervising, showing interest, and providing a quiet time and place for study. Parents may not do a child's homework, project, or assignment for the child. In all grades, the students should read every evening.

### **Probation and Retention Policies**

Students who do not cooperate with the school program, either academically or behaviorally, may be placed on probation. This procedure requires close cooperation and consistent communication among teacher, principal, parents/guardians and the student. A student who is failing in two or more major subjects may be retained in that grade level after principal, teachers, and parents/guardians agree on how the students' needs can best be met. A conference is held to analyze such problems and to explore alternative solutions. The principal, teacher, parent/guardian and student sign a report form summarizing the conference. They agree on a target date to provide a suitable length of time for the student to demonstrate improvement. During this interval, the teacher sends a weekly progress report to the parents/guardians. On the specific date, a second conference is held to assess progress to date. If necessary, an extension of time is allowed. If probationary measures are ineffective in correcting the problem, a transfer may be recommended, pending the Pastor's approval.

After all steps are taken, students in this case, may be recommended to transfer to another school. An "F or NI" in conduct is unacceptable. Consequences for an "F/NI" in Conduct may include termination of enrollment at St. Anthony's.

Transfer: If, due to moving or any other reason, the student transfers to another school, St. Anthony School will forward a transcript of records after the new school requests it. If your child leaves before your tuition contract ends, the individual who signed the contract is responsible for the remaining balance.

Absence: Parents/Guardians of students are to notify the school office and the classroom homeroom teacher by phone, email, or in person before 8:30am on the day of each absence and state the reason. To ensure safety and whereabouts of the child the office staff or teacher personnel may contact you to confirm the absence.

Any student who has been absent is required to present to the homeroom teacher a written excuse signed by a parent/guardian stating the reason for the absence. These excuses shall be kept on file until the end of the school year. Any prolonged absence without prior notification to the school, exceeding 3 days requires a written note to be put in the student file.

If a student has had any contagious or communicable disease, a note from a doctor or health department must be presented before the student is re-admitted to class.

If a student of grades K-8 has been absent or will be absent for a number of days, a parent/guardian needs to clear this in writing with the principal and give teachers adequate time to prepare assignments. These absences should be kept to a minimum since the student misses the instruction that precedes the assignments. Additional work may be required upon the student's return. Parents and students are responsible for asking teachers for all missed work and working with the teacher to complete all makeup work and test missed in a timely manner.

Tardy: A student is considered TARDY if he/she is not in line at morning assembly when the school bell rings at 7:50 a.m. Teachers will record attendance before morning prayer. Students must check in with office and get a tardy slip if they arrive after morning assembly or when attendance has been taken in classes on mass days. Tardiness is recorded daily by teachers at 7:50am and then recorded on Gradelink by 8:30am on a student's official attendance register. After every 3 tardies recorded in a trimester, students will serve 30 minutes of Tardy Time during Detention

on Wednesdays in the Learning Lab. Students serving Tardy Time and Detention on Wednesdays will meet the teacher on detention duty in the office at 1:30. The teacher will walk students to the Learning Lab and detention will end at 2pm. If tardies are excessive families may be fined since tardies affect learning and teaching. The Tardy Time count restarts every trimester, but will not affect the opportunity to receive Citizenship. However, if a child receives Citizenship for the first two trimesters yet has served 3 or more Tardy Times during Detention, they will not be eligible to receive FREE Fiesta wristbands during the 3<sup>rd</sup> General Parent Meeting, if bands are offered that school year.

**\*Wristbands NOT Guaranteed**

## **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. ADLA likes to cooperate with agencies but information should not be given out unless there is a subpoena. This goes for any third party that is requesting information. If Social Services or anyone else needs basic information like attendance or days absent, the parents/guardians can request it and then provide the information to whomever. 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 noncustodial 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, 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. This is also known as a family contact list.

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

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

### **Verbal/Written Confidences**

Confidential information may be provided by students or parents or guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees must respect the verbal or written confidences of 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.

### **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.

### **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.

## **Academics and Co-Curricular Activities**

### **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.
- No Outside Tutors are allowed to teach on the school premise. Authorized school Faculty and Staff Only.
- 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 parents will pay the school a flat fee and the school will pay the teacher a stipend.
- 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.
- Our School runs on tuition and fees alone. If you are in need of private tutoring it will be at your own expense.

### **Counseling Policy**

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

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

- Provide advice regarding academic subjects and student progress in school;
- Give limited guidance to students who present with non-academic personal issues or situations;
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities;
- Provide career counseling through career information centers and plan periodic career days or career sessions during which students meet representatives of different professions;
- 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.

- Provide high school and college counseling, including providing information to parents and students about high school and college application procedures, entrance exam tests, scholarships and financial aid. Schools may also provide High Schools College and University catalogs and information sessions.

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.

Copyright © 2006 The Roman Catholic Archbishop of Los Angeles, A Corporation Sol

## **DISCIPLINE POLICY**

### **Maintenance of Effective Discipline**

Effective discipline is maintained when there is:

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

### **Disapproved Disciplinary Actions**

The following disciplinary measures are forbidden:

- All corporal punishment, including shaking and slapping is unacceptable
- 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

Discipline in our school is an essential part of Christian development. Discipline in the Catholic school is an aspect of moral guidance and not a form of punishment. The purposes of discipline at ST. ANTHONY OF PADUA are:

1. To provide a classroom environment conducive to learning,
2. To educate students in an appreciation of the importance of developing Christian values, responsibility, and self control; and
3. To help build a sense of Christian community. At St. Anthony of Padua School, our staff strives to work in a positive way with our students to help them appreciate and grow in respect and responsibility toward God, their country, themselves, and each other. Ultimately, a student is accountable for his/her behavior and will assume the consequences of his/her actions.

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. Students must maintain good behavior throughout the whole day with all teachers and caregivers at recess, lunch, Daycare, PE, and Music. They will be held accountable with the same behavior consequences. All staff members are able to report incidents to the school and give appropriate consequences as necessary based on school disciplinary procedures. Students can receive disciplinary action from any approved adult aide, faculty/staff as well as any substitute teacher approved by the school. No parents are able to give any disciplinary consequences to a student, but instead, must refer any incidents to the classroom teacher. Teachers in daycare are also given authority for this. This relates to any on school campus activity, including Music and PE.

The consequence log will also include Incidents that occur on school grounds or during school-sanctioned events.

### **Behavioral Expectations**

The following expectations apply to students at every level.

- Students may not disrupt the classroom atmosphere by inappropriate behavior. This includes smart remarks to make others laugh, name calling, passing notes, chewing gum, or disruption of any kind. Any student who shows defiance or disrupts any class may be asked to leave class and their parents may be called immediately to pick up the child. *TRIBES agreements* will be followed by all stakeholders in the school: **Mutual Respect, Attentive Listening, No put-downs/show appreciation, Right to Pass, Personal Best**
- Students may not open mail addressed to their parents.
- No unauthorized use of school computers including disclosing your log-in information, using another student's log-in, or inappropriate searching on the internet is permitted.
- The lunch area and other school areas must be kept neat and clean. Every student is responsible for the neatness of our school. All food must be eaten while seated in designated areas at recess, lunch, after school, and may not be eaten between classes or in the classroom.
- Students with uniform or haircut violations will remain in the office until their parent brings them the missing part of the uniform and/or takes them for a regulation haircut.
- Running on campus is never permitted unless you are involved in an organized activity.
- No students are allowed in any building, including the Parish Hall, without an authorized adult.
- Sunflower seeds and gum are never permitted on the school property.
- Skateboards, Razors, Rollerblades, etc. are never to be used anywhere on the school property. These items will be impounded and released only to the student's parent(s) if this rule is violated.
- The defacing of school property is strictly forbidden. A referral and restitution or replacement is expected for these infractions.
- Permission from the Administration is needed for students to leave campus.
- When traveling through the school courtyards and hallways during instructional time, students are expected to do so in a quiet and reverent manner.
- Students are to keep hands, feet, and objects to themselves and stay in their own personal space. Otherwise it's an automatic detention. This includes public displays of affection such as hand holding, excessive hugging, etc.
- Any aggression or fighting by putting hands on another constitutes a referral (detention and parent meeting).
- During school, students may not turn on or use cellular phones while on campus. Students may not use cellular phones during school-sponsored events. Electronic games, equipment, radios, iPods, laser pointers, etc. are not allowed at school. The school is not responsible for such belongings. The student will receive a detention that counts towards a disciplinary referral for breaking this rule. These items will be impounded and released only to the student's parent(s) if this rule is violated.
- Students are responsible for their belongings. If items are left out after 3:00 P.M. they will be taken to the school's lost and found in the daycare room.
- Students are expected to speak in formal language with adults, e.g. "Yes, Ms. Jones," "Excuse me, Father" "Thank you," etc. "Yeah, uh huh, etc." are not formal or respectful language.
- Additional policies and procedures are stated in the classroom by each respective teacher:

### **Administrative Discipline Procedures**

#### **Detention**

In the event of unacceptable behavior, attempts are made to redirect the behavior through personal conferencing with the student, parental contact, or counseling. A detention is a disciplinary procedure taken by any member of the faculty, staff, or member of the Administrative Team. Detention may be assigned for a number of minor infractions, or for any other appropriate reason determined by an instructor. During the detention the students sit quietly and perform an age-appropriate task assigned by the teacher. Students who are tardy to detention may receive another detention on their record counting towards a referral or serve the detention on the following week per the Administration's direction. Continual failure to report to detention results in a disciplinary referral. Detention may be from ½ hour to 1 hour in length (junior high).

- No student shall be required to remain in the classroom during the lunch break, or during any recess. All students shall be required to leave the school rooms at recess and lunchtime, unless it would occasion a danger to health

- Detention 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
- Under no circumstances shall a student be detained at school without the knowledge and consent of the parent or guardian who should also be informed of the reason for detention and the exact time the period of detention will begin and end
- The reflection assignment issued during detention must be completed or else an additional detention will be issued.

**\*Note: Tardy Time is not considered a Detention**

### **Referral**

A referral is a disciplinary action taken by the Administrative Team member for violation of major school regulations. Two (2) referrals result in a conference among the Administrative Team, parent(s), and the student and immediate suspension of the student for one day. A referral impacts the composite conduct grade, which appears on the student's learning evaluation (report card). The following items are considered inappropriate behavior and may merit an immediate referral:

- disrespect toward administrators, teachers, staff, and visitors;
- fighting, provoking a fight between other individuals, or participating in activities which incurs physical or harm or violence to any person or the potential to incur physical harm or violence;
- stealing or damaging property of the school or of another student, visitor, or school personnel;
- using unacceptable conduct or language (verbal or written) at school or at a school sponsored event;
- Engaging in more intimate forms of PDA (Public Display of Affection) will lead to a referral or more depending on the severity of the infraction.
- deliberate lying and/or the falsifying of information; cheating, plagiarizing, or copying another student's work, (this includes the loss of credit for the assignment or test for the student);
- entering a building unaccompanied without permission by an authorized adult;
- an accumulation of three (3) detentions counts toward a referral.

\* Referrals issued during after-school activities in which the children represent the name and reputation of the school, e.g. the After-School Sports Program, Decathlon, etc. may receive a regular referral that impacts the conduct grade on the report card, as well as eligibility to participate in that particular school sponsored activity.

### **Suspension**

It is a privilege to attend ST. ANTHONY OF PADUA School. The reasoning behind suspension is not to waste a day or to create a "day off from school." It is to give the student the experience of what it is like to be separated from his/her friends, teachers, coaches, activities, etc. while not being ill. If the student continues to demonstrate inappropriate behavior, the real and eventual consequence is that he/she will be permanently separated from the ST. ANTHONY OF PADUA School community and all of its privileges. Parents will be contacted by a member of the Administrative Team to inform them of their child's conduct record. Suspension (grades 4-8) is the exclusion from regular school activity for a period of one, two, or three days, to be determined by the Administrative Team.

Two (2) disciplinary referrals automatically result in a one-day out of school suspension. Parents are informed of the suspension in writing and/or by telephone and are given an appointment date and time with members of the Administrative Team prior to the reinstatement of the student at school. The student may make up all daily assignments for full credit. A suspension may also follow any single referral at the discretion of the Administrative Team, depending on the nature of the circumstance. Following a third referral the student is suspended at home for a period of three days and the parents are informed of the consequences following a fourth referral. If a student receives a fourth referral, the Administrative Team will inform the parents that he/she has "used up his/her chances for this year" and will be asked to withdraw from the school.

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

### **Voluntary or Involuntary Removal (Expulsion)**

Expulsion is the permanent termination of student status at ST. ANTHONY OF PADUA School without the possibility of readmission. Involuntary withdrawal may be the consequence of four (4) disciplinary referrals or a very serious incident for which the Administrative Team believes "immediate withdrawal" may be required. Actions that may require immediate withdrawal include, but are not limited to:

- actions gravely detrimental to the moral and spiritual welfare of the students;
- possession of weapons, "weapon-like or look-alike items," fireworks, or drugs of any size, shape, or form;
- physical abuse, verbal abuse, bullying, and/or intentionally inflicting physical harm on any student, teacher or staff member;
- smoking, drinking, and/or being under the influence of an alcoholic beverage at school or at a school sponsored event;
- theft and/or defacing school property or property belonging to others;
- leaving school grounds without permission of school personnel;
- habitual profanity or vulgarity;
- 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;
- stealing;
- forging signatures;
- cheating or plagiarism;
- habitual truancy;
- 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 of a student in a Catholic school.

The decision to require a student to withdraw is neither casual nor insensitive to the needs of the child/family involved. The Administrative Team works together with the teachers, the parents, and most importantly, the student to determine the best course of action. The individual situation of the child is carefully considered, but the Administrative Team is also obliged to consider the best interests of the entire school community.

\*Personal attacks or harassment of any teacher by a parent, harassment of another parent or a student, in lieu of proper conflict resolution may result in "withdrawal".

\*\*Parents are expected to support the Administration, the faculty, and the staff in their efforts to enforce the various policies of the school. Overt harassment towards an Administrator, a teacher, another parent, or one of our students may be grounds for dismissal from the school. Any decision regarding such dismissal is made carefully by all members of the Administrative Team who take into consideration the interests of all parties involved.

### **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 there is immediate improvement in behavior. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion.

- If there is no improvement in behavior, the final decision will be announced at a second conference attended by the principal, Teacher, and parents 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. The following form should be used, one copy kept on file and a copy mailed to the supervisor at the Department of Catholic Schools.

Name of Student:  
 Offense or situation:  
 Date:  
 Parents notified by: \_\_\_\_\_ Date  
 Remarks:

First Meeting:  
 Place:  
 Time:  
 Persons present:  
 Remarks:  
 Signature(s):

Second Meeting:  
 Place:  
 Time:  
 Persons present:  
 Remarks:  
 Outcome:  
 Signature(s):

**Cases Involving Grave Offenses**

In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and there is no requirement to hold the initial parent-principal conference.

The procedure involving cases of grave offenses should be followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members.

When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents 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 to be reported by telephone to the elementary supervisor at the Department of Catholic Schools within 24 hours. The elementary school written report, Notice of Dismissal, should be mailed promptly to the supervisor.
- The County Office of Education shall be notified immediately of expulsions. A copy of the *Cumulative Student Record* should be held until requested.

**Right to Make Exceptions**

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

**In Summary:**

- Minor Infractions: 3 minor infractions will result in a detention
- Detention: 3 detentions will result in first referral, 6 detentions will result in second referral, 9 detentions will result in third referral, 12 detentions will result in fourth referral
- Referral: 2 referrals will result in one out of school suspension, 3 referrals will result in 3 day out of school suspension, 4 referrals will result in withdrawal from school
- Suspension: first suspension will result in a one day out of school suspension, second suspension will result in three days out of school suspension
- Withdrawal: voluntary or involuntary removal from the school.
- If a student receives excessive detentions, referrals or suspensions. Privileges such as school events, extracurricular activities, etc. may be taken away.

**BEHAVIOR CODE**

Student Name: Number of Misconducts	Date	Consequences
1		Warning
2		Warning
3		First Detention
4		Warning
5		Warning
6		Second Detention Parent Notification
7		Warning
8		Warning
9		Third Detention - First Referral – 2 Detentions -Parent Notification
10		Warning
11		Warning
12		Fourth Detention
13		Warning
14		Warning
15		Fifth Detention
16		Warning
17		Warning
18		Sixth Detention - Second Referral – Conference- One day out of school suspension
19		Warning
20		Warning
21		Seventh Detention
22		Warning
23		Warning
24		Eighth Detention
25		Warning

26	Warning
27	Ninth Detention Third Referral- Three days out of the school suspension.
28	Warning
29	Warning
30	Tenth Detention
31	Warning
32	Warning
33	Eleventh Detention
34	Warning
35	Warning
36	Twelfth Detention – Fourth Referral - Expulsion

### **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.

### **Harassment, Bullying And Hazing Policy**

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

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

**Harassment** occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. 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 consist 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 or on Web sites.
- 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.

It is the responsibility of the school to:

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

It is the student's responsibility to:

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

### **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 Schools 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 student who has made the threat will be suspended until the investigation by the police and school has been completed. The decision to re-admit a student who has made a threat will be made by the principal and pastor on a case-by-case basis.

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

### **School Searches**

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

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever a school principal conducts a search of a student's person or personal effects, an adult witness should be present. Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in his 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 trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a warrantless search of the student's locker, car or his 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.

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

All articles of clothing or personal items subject to loss should be **clearly marked and permanently labeled with child's name**. Lost and found articles of clothing are placed in the Daycare Room, room 6. If unclaimed for over a month, these articles are turned in to the school uniform exchange or may be donated/recycled.

## **ELECTRONIC COMMUNICATIONS 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.

### **3rd-8th Grade Student Personal Technology Contract Acceptable Use and Waiver of Liability**

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. To encourage this growth, students at St. Anthony of Padua will be allowed to bring their own technology to campus.

Students and parents involved in bringing a personal electronic device to school must adhere to the Student Acceptable Use of Personal Technology Policy as well as all other policies listed in our standard Acceptable Use Policy.

1. Students who bring personal technology to school will have access to their devices for limited time during the day and only at the request of and under the supervision of a classroom teacher or designee for educationally appropriate activities.

**Use during the school day during unsupervised times is prohibited.**

**Use before and after school is prohibited**

2. Students take full responsibility for the security of their devices. The school is not responsible for personal devices lost, stolen, and or damaged while at school or during school sponsored activities. Personal devices cannot be left at school after normal school hours. (If device is lost, stolen, or damaged, it will be handled through the administration office, much like any other item of personal property.)
3. Devices cannot be used during assessments, unless other wised directed by a teacher.
4. Students must immediately comply with the teacher’s request to shut down devices or close the screen. Devices must be in silent mode and put away when asked by teachers.
5. Students are not permitted to transmit or post photographic images/videos of any person on campus on public and or social media sites.
6. Students bring personally owned electronics devices to school at their own risk and should not share their personal devices with other students.
7. Printing from personal devices will not be permitted at school.
8. The school has the right to collect and examine any device that is used on campus to determine whether it is being used inappropriately or is a possible threat to our network or other hardware.
9. Inappropriate use, including but not limited to a violation of St. Anthony of Padua policies and rules, procedures, state or federal law, may result in curtailment or cancellation of the privilege, detention, suspension, and/or expulsion.

The occasional use of personal devices to support educational experiences will benefit the learning environment as a whole. The undersigned agree to abide by all Acceptable Use Policies and waive any and all claims against St. Anthony of Padua School for any property damage associated with any personal electronic device brought to school.

---

(Student Name-Please print)

(Student Signature)

(Date)

---

(Parent Name-Please print)

(Parent Signature)

### **EXTENDED DAY SCHOOL PROGRAMS**



The decision to provide an extended school day program shall be made jointly by the principal and, and, in the case of parish schools, the pastor, after careful and thorough consideration of the responsibilities, liabilities, and long-term consequences. If the school decides to offer an extended school day program, the school must consider the following points:

- The program must be consistent with the school's philosophy and mission
- The principal is the administrator responsible for the managerial aspects of the program, including financial management, and the recruitment, employment and, if required, termination of supervising personnel
- Archdiocesan student insurance covers students during the time of the program
- The school requires an extended school day agreement with participating parents
- Fees charged to parents must be adequate to cover the total cost of the extended school day program
- Programs under the auspices of elementary schools may only serve those students presently enrolled in the formal school program
- Adequate space shall be provided for activities detailed in the program, and this space shall be clean, safe, well as maintained, and provide a pleasant, child-centered environment. The facility must have access to a telephone
- Extended school day staff must be at least eighteen years of age, and have undergone a tuberculosis check and must comply with the Safe Environment Policy and Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events. It is recommended that they have formal training in child development, recreation, or education, possess prior experience working with school-age children, and are familiar with age-appropriate behaviors and abilities of children
- Staff shall supervise children appropriately at all times, and a written job description detailing work duties shall be given to all staff members. Staff members shall be in-serviced regarding signs of child abuse and neglect, and appropriate reporting procedures. Workers shall be given opportunities to attend workshops in child development, and individual staff members shall meet on a regular basis with supervisory personnel for on-going support and feedback
- Staff members shall carefully maintain appropriate records regarding family information, emergency contact, arrivals, and departures
- A school may arrange with independent contractors or entities to provide extended school day programs on a fee basis. Independent contractors and entities must have appropriate licenses, agreements for use of the premises and insurance. All individuals and entities providing extended school day programs must comply with the procedures and policies of the extended day program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

### **Morning and After-School Care Fees**

Morning and Afternoon Child Care – Grades K-8th

Morning Care will be available in the Day Care Room

- Cost: \$2/day per child
- Monday–Friday: 6:45 am – 7:30 am
- Children need to be dropped off in front of Day Care room and ALL students on campus before 7:30 am must check into daycare until a teacher comes on duty at 7:30 am

Afternoon Care will be available in the Day Care Room:

- Cost: \$8/day per child
- Monday-Friday – 3:15 pm – 6:00 pm
- Wednesdays – 1:45 pm – 6:00 pm
- Minimum Days – 12:00 pm – 6:00 pm (Bring Snack and Lunch) Fees
- Flat rate: \$8.00 per day
- \$5.00 if stay is less than 1 hour
- \$5.00 if students are coming from any after school activity
- \$1.00 a minute late fee for children picked up after 6 pm
- \$20.00 charge for late payments

Exceptions – Depending on demand, Afternoon Care MAY NOT be available on the noon dismissal days leading up to Thanksgiving, Christmas, and Easter break, and last day of school.

Students must be registered for Child Care through our school office. A Child Care Enrollment Form is required for enrollment/attendance. Enrollment Forms are available in our school office. Payments are to be made by cash, check or money order made payable to: “*St. Anthony of Padua School*”

It is extremely important to note that only adults whom the parent has designated in writing will be allowed to pick up child(ren). Even relatives such as grandparents, aunts, uncles, etc. must be designated in writing to pick up child(ren) from school. (see registration form at end of handbook).

### **Summer Programs:**

The principal is responsible for the overall administration of all summer programs. All archdiocesan policies are applicable to summer programs. The principal may delegate the day-to-day operations of the summer programs.

Each year the decision to have a summer program is left to the sole discretion of the principal and, in the case of parish schools, the pastor. Considerations for implementing a summer program must include financial feasibility, purpose (e.g., enrichment, remedial, etc.), and demand for the summer programs. Teachers have no right to employment in the summer program. Teachers employed in past summer programs have no tenure rights.

The following practices shall be observed in all summer programs:

- All summer programs shall have a budget that includes payroll, classroom materials, student activities, school maintenance costs, and utilities
- Students enrolled in the regular school program are automatically covered by school insurance. Prior to the beginning of summer activities, a listing of non-covered students (i.e., students from other schools) shall be sent to the insurance carrier accompanied by the special coverage fee.
- All summer program finances shall be posted in the school ledger
- The summer program staff shall participate in an orientation that includes:
  - The mission of the Catholic school
  - Child abuse reporting requirements; Safe Environment and the Archdiocesan Guidelines for Adults Interacting with Minors
  - Field trip policies
  - Safety and health procedures, i.e., first aid and CPR
  - Supervision of students
  - Emergency/Disaster plans

### **FIELD TRIP POLICIES**

The field trip policies listed below apply to class trips, school group trips (e.g. choir, academic decathlon) and trips for school sport teams.

Schools may plan field trips for one or more days including overnight field trips. Schools, at their 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
- Preparation, follow-up, and specific educational goals for students
- Signed and dated Student and Youth Activity Permission Forms and Emergency Medical Authorizations from parents All Permission and Authorization Forms must be in the possession of the supervising adult during the trip
- All participants should have appropriate identification and travel documents
- Volunteers will be appointed by classroom teachers. All volunteers chosen for field trips MUST be Virtus-trained and Fingerprinted with clearance.
- 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 snake bite 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.

### STUDENT AND YOUTH ACTIVITY PERMISSION FORM

CHILD'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

Activity: Field Trip Other (specify) \_\_\_\_\_

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

Educational Purpose: \_\_\_\_\_

Description of Activity: \_\_\_\_\_ See Attached

Mode of Transportation:  Walk  Car Pool  Bus  Other (specify) \_\_\_\_\_

Teacher/Adult Leader: \_\_\_\_\_ Attire: \_\_\_\_\_

I request that my son/daughter be permitted to participate in the above activity. My child has no medical condition that would render it inappropriate for him/her to participate in this activity. I have returned the Health and Medical Release Form to the school/parish. I agree to direct my child to cooperate and conform to directions and instructions of the parish, school or Archdiocesan personnel responsible for this activity.

As a condition of participating in this activity, I hereby release and discharge The Roman Catholic Archbishop of Los Angeles, a corporation sole, Archdiocese of Los Angeles Education & Welfare Corporation and the school and parish, their respective employees and any parent/volunteer chaperone, from any and all claims for personal injuries, wrongful death or property damage that my son/daughter may suffer as a result of participation in the activity described above, whether or not such injuries or damage are caused by the negligence (active or passive) of the Archdiocese, the parish, the school or their employees or chaperones.

Should it be necessary for my son/daughter to have medical treatment while participating in this trip, I hereby give the responsible personnel or chaperones permission to use their judgment in obtaining medical service, and I give permission to the physician selected by the school personnel or chaperone to render medical treatment deemed necessary and appropriate by the physician. I agree to relieve the school and other participating adults from any liability in connection with this request.

I understand that the insurance benefits through the school or parish, if any, may have limited application, and that I am entirely responsible for the cost of all medical treatment provided to my child. I agree to indemnify and hold the school harmless from the cost of any medical treatment and related expense and cost incurred.

\_\_\_\_\_  
Parent/Guardian Date

\_\_\_\_\_  
Home Phone Cell Phone Work Phone

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

Name: \_\_\_\_\_

Day phone: \_\_\_\_\_ Cell: \_\_\_\_\_

### **LUNCH PROGRAM**

**HAPPY LUNCH CO**

To: ALL PARENTS  
From: HAPPY LUNCH CO  
CC:  
Date: 1/30/2017  
Re: FOOD PROGRAM

---

#### ***HAPPY LUNCH CO will process all lunch forms.***

Information you need to know:

- Please return Lunch Order Form to the office on due date. Menu can be found website or in parent envelope each month.
- No credits will be given for field trips. If you know your child will go on a field trip, please do not order lunch on those dates.
- We will give credit if your child is absent from school. Please take the credit on the next lunch form. Example: If you pre-ordered 20 meals in September and your child was absent two days in September you have two credits for October. You pre-order 18 meals on the October menu but you will pay for only 16.
- For all the students who purchase meals on a daily basis: Students will now need to pay during recess break at 10:00 am. A Kitchen staff member will be taking your payment by the benches near the office and your child will receive a red ticket. The red ticket needs to be presented in the cafeteria during lunchtime.
- Dessert will be discontinued from the meals. Instead we will offer yogurts or Jell-O. Only on Fridays we will serve ice cream.
- We are not going to provide IOU lunches. Please be sure to provide your child with a sack lunch. An emergency meal will be available for **\$4.50+** and has to be paid on the next business day. Happy Lunch will invoice you, not the school.

- Do not worry, the way we process the hot lunch payment is the same way the school did before.
- We will charge a fee of **\$25** for any check returned unpaid by the bank.
- Any questions, please call 626-549-7906 or email Gabriel Rivas at [gabriel281@verizon.net](mailto:gabriel281@verizon.net)

**JUNIOR HIGH POLICIES AND PROCEDURES**

**Lockers**

Rules:

- Food or drinks are only allowed in locker during school hours.
- Lockers are not to be shared.
- Lock combination should not be shared with other students.
- Lockers should not be vandalized in any way.
- Only combination lock will be used.
- Combination must be given to administration before placing lock.
- Teachers/administration has the right to search locker at their own discretion.

If students fail to comply with the rules and stipulation of the locker student will lose the privilege of having a locker.

The school is not held responsible for items left in lockers.

No student will be allowed to put a lock on locker until a combination has been given to administration.

I have read and understood the rules and stipulation of using a school locker.

Student’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Student’s Name \_\_\_\_\_ Grade \_\_\_\_\_

Locker # \_\_\_\_\_

Lock Combination \_\_\_\_\_

**MORNING PROCEDURES**

- Homeroom Teacher takes attendance in lines at 7:50am – Boy/Girl lines number order!
- Go straight to lockers then to 1st BLOCK CLASS – get books and snack for recess
- Teacher in 1st Block class will take attendance at 8:07 Tardy Bell – collect lunch money and office paperwork

**ROTATIONS**

- Tardy Bell will ring at 8:07am (1st Block) / 10:22am (2nd Block) / 1:07pm (3rd Block) – TEACHERS WILL TAKE ATTENDANCE FOR EACH BLOCK
- Students must be IN YOUR SEATS by Tardy Bell!
- 3 tardies = after-school Tardy Time

**LOCKERS**

- Locks belong to the school. Replacement fee = \$10
- No rolling backpacks – should fit in lockers above books
- Take only books/materials for the class you are going to + AR book
- Unnecessary books = EFFORT SLIP
- Clean out lockers monthly!

**CLASSROOM ETIQUETTE**

- Enter through FRONT DOOR / Exit through BACK DOOR
- Wait at the breezeway rail until all students from last class have left the classroom
- Always knock if you are sent with a message for the Teacher – WAIT at the door

## RESTROOM / WATER

- Water bottles allowed in classroom MUST be reusable (NO Gatorade!)
- If bottles are not reusable, stay in locker
- EMERGENCY Restroom Pass attached to Student Planner – can't use Buddy's passes
- Sign in/Sign out of class with Name, Date, Time in/Time Out

## CONDUCT

- Follow TRIBES
- Disrupting other classes as you are walking by = Conduct Slip
- Playing with ball after the bell = Conduct Slip
- NO restroom after the bell = Conduct Slip
- Coming upstairs without permission / going into the Convent yard / going out to the street to get a ball = Referral

## UNIFORM

- 3 infractions = Detention
- No logos on socks / No ankle socks
- Shoes mostly black (some grey/white/blue allowed)
- No shorts for Mass
- Keep tie on for whole day (at recess can loosen but don't take it off)
- Shirts tucked in all day - any reminder is an Infraction
- Required MASS SWEATERS for all grades (no 8th grade or Decathlon sweaters)
- Haircuts according to Handbook
- No nail polish

## PE DAYS

- 7th & 8th Grades – change during recess, lunch, or first 5 min of PE

## MASS DAYS

- Stay with Homeroom. Take attendance. Leave backpacks outside of Homeroom
- Use restroom before Mass – NO leaving in the middle of Mass
- GENUFLECT in front of the Tabernacle (when entering/exiting for Mass)
- BOW whenever passing the altar
- PARTICIPATE! Sing and recite the prayers/responses – Mass is the highest form of prayer we can offer to God!
- Receive Communion REVERENTLY – throne for the Eucharist, “AMEN” saying you believe in the True Presence
- NO SIDE CONVERSATIONS – especially after Communion! This time is for Jesus, there's nothing more important than the love we can show Him and the worship He deserves

## STATEMENT OF AGREEMENT

I, \_\_\_\_\_, understand the above Junior High Policies and Procedures. I will commit to following them for my own benefit and for the benefit of my teachers and fellow students. I am aware that my choices have both positive and negative consequences. In order to reach my full potential, will try to the best of my ability to live by the TRIBES Agreements both in school and out of school.

### TRIBES Agreements:

1. Mutual Respect
2. Attentive Listening
3. Right to Pass
4. No Put-Downs/Show Appreciation
5. Personal Best

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
Name \_\_\_\_\_

**8<sup>th</sup> Grade Clearance**

Graduation Gowns are for use at the graduation activities. Hang them up and let the wrinkles fall out. Get your pictures taken. Students need to bring them to school for pictures on Friday, June 10 and wear them Friday, June 10. They need to be returned on Friday, June 10 after the graduation ceremonies before leaving campus and picking up the report card. Thanks.

You still have a balance of.

Tuition \_\_\_\_\_

Graduation Fee \_\_\_\_\_ (\$150)

Student Service Fees \_\_\_\_\_

Book Fees \_\_\_\_\_

Lunch IOU's \_\_\_\_\_

Fundraisers \_\_\_\_\_

English \_\_\_\_\_

Math \_\_\_\_\_

Science \_\_\_\_\_

Sports \_\_\_\_\_

Library \_\_\_\_\_

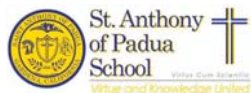
**As soon as your account is clear we will issue the graduation gown and your child will be allowed to graduate and received the diploma.**

Thank you for all your support for St. Anthony School through the years. Good luck as they move into high school and new endeavors.

Please let us know if you have a question about any balance. We'd be happy to help get ALL CLEAR as soon as possible. Thanks,

Sincerely,

Mrs. Grey  
Principal



**ST. ANTHONY OF PADUA SCHOOL**  
**1003 West 163<sup>rd</sup> Street, Gardena, CA 90247 Tel: (310)-329-7170**

Dear Parents and Legal Guardians,

We are proud of the great progress we have made over the past few years here at St. Anthony of Padua School in developing a truly 21<sup>st</sup> century educational environment. As you know, all of our teachers are using iPads and digital projectors in their classroom throughout the day, allowing for more immersive and engaging lessons. Our collection of iPads has allowed our students to create a variety of types of digital documents, and we are making more every day. The Learning Lab has been developed to mimic the type of collaborative projects and work

cultures of Silicon Valley, while our use of Gradelink, classroom blogs and the school website has transformed the manner in which we report grades, assign homework assignment, and distribute documents.

Today, we are asking your permission to take St. Anthony of Padua School one step further into the 21<sup>st</sup> century.

In order to create a more streamlined system for communicating directly with parents and students, and aid in the creation, collection, organization, grading, and display of our digital work, St. Anthony of Padua School is integrating individual student email accounts into its educational infrastructure. We've decided it is best to provide those for the students using our own domain, *stanthonygardena.org*, rather than using their personal emails.

We are therefore asking your permission to create a school email account for your child. Essentially, this email account will be a family account. You will, of course, have access to these accounts. Our hope is that you will use these accounts to communicate with the school and the various committees in which you are involved, and more effectively provide the school with feedback on various topics through the digital survey system we will be using. Moreover, these accounts will allow your student to use a variety of other services, such as Google Apps, Edmodo, and a variety of other web-based applications your child's teacher may wish to utilize that require an email account for use.

We truly believe that there are many benefits in adding these accounts to the St. Anthony of Padua School. It is very important, though, that you consistently monitor the account and are always aware of the way it is being used by your student. We recommend that you check these accounts daily, both to stay up-to-date with school-related emails, and to make sure your child is not using the email account in an inappropriate way. To help combat any potential inappropriate use, internet safety lessons will be presented to all students in their individual classrooms, and an internet safety tutorial will be offered to parents at one of our general parent meetings.

We are very excited about the educational doors that will be opened by the creation of these accounts. Thank you for your support.

Sincerely,  
Angela Grey  
Principal

Please sign the following statement:

I hereby give permission to St. Anthony of Padua School to create an email account and Google account for my child.

Student Name

Parent/Guardian Signature

\_\_\_\_\_ Date

**PARENT'S AUTHORIZATION TO USE CHILD'S IMAGE, NAME, VOICE AND/OR WORK FOR NON-COMMERCIAL PURPOSES**

*This section to be completed by Archdiocese/School/Parish*

Archdiocese/School/Parish:

Class/Activity:



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

(Describe class/activity, date(s) if applicable):

The following person(s)/entity not connected to the Archdiocese/School/Parish will be involved in the class/activity:

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

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

*Please initial the applicable boxes*

Image/visual likeness: yes no                      Voice: yes no

Name: yes no                      Work: yes no

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

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

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

In exchange for the Archdiocese/School/Parish's giving my child an opportunity to participate in the class/activity, I hereby agree that neither I, nor my child, will receive monetary compensation, royalties or credit for use of the photographs or electronic recordings by the Archdiocese/School/Parish. I understand and agree that the Archdiocese/School/Parish shall be the owner of all right, title and interest, including copyright, in the photographs, electronic recordings and Materials. If the Archdiocese/School/Parish intends to use the Materials for a commercial purpose, I will be provided at that time with information about the terms of the commercial use.

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

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

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

Signature:

Date:

Print Name:

Relationship to Child:

Address:

Telephone:

Name of Child:

Age:



Child/Children \_\_\_\_\_ Grade \_\_\_\_\_

Child/Children \_\_\_\_\_ Grade \_\_\_\_\_

Child/Children \_\_\_\_\_ Grade \_\_\_\_\_

I, (parent/guardian name) \_\_\_\_\_ understand and agree that my child/children’s image, name, voice and/or work (the “Personal Information”) will be used for various school uses. This includes but is not limited to: School promotion online, posting pictures on the school website, flyers, recording of the Christmas Program, yearbook, performances, interviews, etc.

St Anthony of Padua will not use the Personal Information for improper purposes or in a manner inconsistent with the teachings of the Roman Catholic Church.

I hereby authorize St Anthony of Padua to use the following personal information about my child:

Please check all that apply:

- I agree to have my child’s work posted
- I agree to have my child’s name posted
- I agree to have photographs posted
- I agree to have video of my child posted
- I agree to have voice recordings posted

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

- No, I do Not give my permission for my child/children’s work, name, photo, video or voice to be used/posted.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**St. Anthony of Padua School**

1003 West 163rd Street  
Gardena, Ca 90247  
310-329-7170

**REGISTRATION FOR MORNING/AFTER-SCHOOL CARE**

Child/Children \_\_\_\_\_ Grade \_\_\_\_\_  
 Name \_\_\_\_\_ Grade \_\_\_\_\_  
 \_\_\_\_\_ Grade \_\_\_\_\_  
 Home phone # \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 City \_\_\_\_\_, State \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Mother’s daytime phone # \_\_\_\_\_ Cell # \_\_\_\_\_  
 Father’s daytime phone # \_\_\_\_\_ Cell # \_\_\_\_\_  
 Parents Email Addresses: \_\_\_\_\_

Morning Hours: 7:00am - 8:00am \$2.00 per day per child.

Regular Hours: Mon., Tues., Thur., & Fri. 3:15pm - 6:00pm Wednesday: 1:45pm-6:00pm

Special Hours: Specified half-days from 12:15pm 6:00pm

Regular Charges: **\$8.00** per day per child. **\$5.00** charge for any student that stays less than an hour **or** students who participate in any after school activity

Special Charges: \$1.00 per minute for pick-ups after 6:00pm.  
Full daily charge for child picked up without a sign-out by Parent/Guardian or other authorized person.

Special Note: If a day care bill has become thirty days delinquent your child/children will not be eligible for daycare.

**Please make checks payable to St. Anthony of Padua School**

Special medical information, if needed by after-school care supervisor:

Child/Children \_\_\_\_\_

Medical problem \_\_\_\_\_

Parent/Guardian must send medicine along with a signed authorization note before the after-school supervisor can administer any medication for a chronic condition; the parent/guardian will need to complete an official school medical form for the file of the after-school supervisor.

Direct Line to After-School Care Classroom: 310-818-5601, On reverse side, please see an agreement to be signed

**St. Anthony of Padua School**

1003 West 163rd Street  
Gardena, Ca 90247  
310-329-7170

**PARENT/GUARDIAN AGREEMENT FOR AFTER -SCHOOL CARE**

I AUTHORIZE THE FOLLOWING PERSON(S) TO SIGN OUT MY CHILD/CHILDREN:

Child/Children Name(s) \_\_\_\_\_

\_\_\_\_\_

1. \_\_\_\_\_  

<b>Name</b>	<b>Relationship</b>	<b>Phone # Home &amp; Cell</b>
-------------	---------------------	--------------------------------
2. \_\_\_\_\_  

<b>Name</b>	<b>Relationship</b>	<b>Phone # Home &amp; Cell</b>
-------------	---------------------	--------------------------------
3. \_\_\_\_\_  

<b>Name</b>	<b>Relationship</b>	<b>Phone # Home &amp; Cell</b>
-------------	---------------------	--------------------------------
4. \_\_\_\_\_  

<b>Name</b>	<b>Relationship</b>	<b>Phone # Home &amp; Cell</b>
-------------	---------------------	--------------------------------

(FOR ANY EXCEPTIONS TO THE ABOVE, THE PARENT/GUARDIAN MUST PHONE THE SCHOOL OFFICE BEFORE NOON ON THE DAY OF THE TEMPORARY CHANGE)

**RE: FINANCIAL OBLIGATION**

Because the after-school care program is primarily a service to those parents/guardians who need additional supervision for their children.  
I know that the school cannot afford to track late day-care accounts.  
I am also aware that my child/children will not be eligible for after-school care if my bill has

become delinquent and that I must, in that case, pick up my child/children within fifteen minutes after the school dismissal.

Therefore,

**I AGREE TO PAY AFTER-SCHOOL CHARGES WITHIN ONE WEEK AFTER BILLING**

SIGNATURE OF PARENT/GUARDIAN \_\_\_\_\_