

# **ST. BRUNO CATHOLIC SCHOOL**

## **PARENT-STUDENT HANDBOOK**

2011 - 2012



15700 East Citrustree Road

Whittier, CA 90603

Phone: 562 943-8812

Fax: 562-943-2172

Website: [www.saintbrunoschool.com](http://www.saintbrunoschool.com)

E-mail: [schooloffice@saintbrunoschool.com](mailto:schooloffice@saintbrunoschool.com)

**Fully Accredited by:**

Western Association of School and Colleges

Western Education Association

Through June 2017





# TABLE OF CONTENTS

Mission Statement	7
Philosophy	7

## A. General Information

Code of Christian Conduct for Students and Parents/Guardians	8
Our Parish	9
Parent or Parent-Teacher Organizations and Consultative School Council	9
Parent or Parent Teacher Organizations	9
Consultative School Council	9
School Personnel	9
School Finances	9
Administration	10
Faculty and Staff	10
Consultative School Council	10
Schoolwide Learning Expectations	11
History of St. Bruno Catholic School	12
Our Patron Saint	14
Prayer to St. Bruno	14
Our Crest	14
School Colors	14
Our Mascot	14
Saint Bruno School Alma Mater	15
Saint Bruno Honor Code	15
Map of School	16
Birdseye View of Holiday/No School Days	17
Daily Bell Schedule	18
Archdiocese of Los Angeles "Zero Tolerance Policy"	18
Safe Environment Training for Children and Youth	18
Guidelines for Adults interacting with Minors at School Activities or Events	19
Boundary Guidelines for Jr. High & High School Youth Working/Volunteering w/Children or Youth	20
Form – Acknowledgment of Receipt of Guidelines for Adults Interacting w/Minors.....	21
Form - Code of Conduct for Student Workers/Volunteers	22
Child Abuse Reporting Responsibilities	24
Sexual Misconduct Policy	24
Parent/Student Complaint Review Process	26

## B. Admission and Attendance

General Admission Policy	27
School Student Non-Discrimination Policy	27
Inclusion Procedures	28
Guidelines for Admission to Elementary Schools	28
Transferring Students	28
Admission to Kindergarten	28
Re-Admission Policy	28
Transfer of Records	29
Student Transfers, Withdrawals and Graduation	29
Withholding of Records	29
Cumulative Pupil Record	29



## TABLE OF CONTENTS

Attendance	29
Absence	29
Absences with Acceptable Excuse	30
Extended Absences	30
Leaving School Early	30
Absences for Medical Appointments	30
Absence from Physical Education	30
Tardiness	31
Truancy	31
Work Permits	31
Student Accident Insurance	32
Communications	32
Cell Phones	32
Telephone	32
E-mail	32
Family Newsletter/Envelope	32
Student Confidentiality	32
Family Privacy	33
Scheduling Teacher Conferences	33
Actions/Attitudes of Parents/Guardians	33
Arrival and Dismissal Procedures	33
Arrival	33
Dismissal	34
Security Procedures	35
Cars	35
Bicycles	35
DayCare area on Wednesdays	35
Privacy and Access to Records	35
Custody Policy	35
Pupil Records	35
Directory Information	36
Verbal/Written Conferences	36
Parent Authorization to Use Child's Personal Information	36
Form: Parental Release for Child – Non-Commercial	37
Extended Day Care	39
Lost Articles – Lost and Found	39
Campus Visitation	39
Closed Campus	39
Parent Visitation on Campus	39
Removal of Students from School during School Hours	40
Interview and Removal of a Student During School Hours by a Police Officer	40
Removal from School of Students by Police Officers	41
Informing the Parent or Guardian when a Student has been Removed from School by a Police Officer.	41
Extended School Day Programs	41
Policies and Procedures for Extended DayCare	42
Health and Safety	43
Emergency Cards	43
Examinations and Inoculations	43
Immunization	44



## TABLE OF CONTENTS

Health Records	44
Medical Appointments	44
Health Room	44
Medications	44
Communicable Diseases	45
Allergies	45
Student Sexual Conduct and Pregnancy	45
Abortion	46
Milk	46
Lunch	46
Emergency Information	47
Earthquake/Disaster Emergency Plan	47
Notification of Asbestos Management Plan	47
Guidelines Related to Possession and Use of Alcohol and Controlled Substances	48
Procedures in the Case of Suspected Possession or Use	48

### C. Academics and Co-curricular Activities

Tutoring	49
Counseling Policy	49
Religious Curriculum	49
Presence at Weekly Liturgy by Families	50
Presence at Weekly Mass at School	50
Curriculum	50
Graduation Requirements	50
Academic Integrity	51
St. Bruno Honor Code	51
Grading Policy	51
Report Cards	52
Parent Teacher Conferences	52
Extended Absence	52
Progress Reports/Grade Checks	52
Promotion	52
Academic Probation	52
Homework Policy	53
Awards	53
Academic Honor Roll	54
Academic Standardized Testing	54
Controversial Issues	54
Co-Curricular Activities	55
Purpose	55
Extracurricular Activities Offered	55
After School Sports	55
Student Council	55
Academic Decathlon	55
School Choir	56
Yearbook	56
Academic Eligibility	56
Students in Grades 4 through Grade 8	56



## TABLE OF CONTENTS

Students in Grade 1 through Grade 3	56
Coaches	57
Curricular Fees and Accounting	57
Practice Schedules/Games	57
Communication and Conflict Resolution	57
Annual Awards	57
Field Trips	58
Field Trip Policy	58
Form – Student and Youth Activity Permission Form ( <i>sample</i> )	59
Summer Programs	60
Classroom Parties	60
Mixed Parties	61
Research Projects and Rights of Parents	61
Electronic Communications Policy	61
Acceptable Use and Responsibility Policy for Electronic Communications [“Archdiocesan AUP”]	61
Definitions	62
Electronic Communications Systems, Devices and Materials and Users Covered	62
Ownership and Control of Communications	62
Guidelines for E-mail correspondence and other electronic communications	62
Prohibited Practices	63
Consequences of violations of electronic communications policy	65
Technology Program	65
General Guidelines	66
Students using our computers and/or related systems may not:	66
Guidelines for Use of Computers or Personal Electronic Communications Devices	67
Students may not:	67
Consequences for violating any of the above policies	67
Parent Conduct	67
Limited Liability	68

### D. Tuition and Fees

Tuition	68
Fees	69
Graduation Fees and Tuition	69
Delinquent Tuition	69
Tuition Assistance	69
Registration	69
Parent Participation	69
Purpose of Parent Participation	70
Parent Participation Program – PPP Hours (mandatory 20 hours)	70
Bingo – mandatory 3 or 4 nights –plus provide dessert for 2 nights – refer to section for clarification	70
Scrip – mandatory \$300 Profit	71
Fall Fundraisers – Fundraisers as mandated by principal- see section	72
Fish Fry – mandatory 10 hours and purchase of six (6) Fish Fry meals & each child in family must provide 2 desserts as scheduled for their classroom.	72
Parish Carnival – mandatory 5 hours	72



# TABLE OF CONTENTS

## E. Discipline

Discipline	72
Maintenance of Effective Discipline	72
Disapproved Disciplinary Measures	72
St. Bruno Requirements	73
Classroom Discipline	74
Disciplinary Notices/Detention	75
Disciplinary Procedures	75
Conditions of Suspension	76
Expulsion	76
Reasons for Expulsion	76
Graffiti	77
Gangs	77
Procedures for Expulsion	77
Written Records	77
Cases Involving Grave Offenses	77
Time of Expulsion	77
Reporting of Expulsion	78
Right to Make Exceptions	78
Home Study	78
Harassment, Bullying and Hazing Policy	78
Student Threats	79
School Searches	79
Dress/Uniform Code	80
Parents Responsibility for Student Dress	80
Dress Code Philosophy	80
“Girls”	81
“Boys”	81
All Students	82
Non-Uniform Dress Code	83
General Guidelines	84

## Archdiocesan Policies and Procedures

HIV/AIDS Infection Policy	85
Conclusion	86
Form – Parent/Student Policies Agreement	88



**“And Jesus continued to grow in wisdom, age, and grace before God and man.”  
~Luke 2:52**

## **Mission Statement**

At St. Bruno Catholic School we are committed to working in partnership with families for the total development of our children so that they may grow in wisdom, age, and grace, in the sight of God and the community.

## **Philosophy**

We, the community of St. Bruno Catholic School, believe that we share in the gospel mission to proclaim the goodness of God and in partnership with families, to assist in the total development of the children we teach so that they may grow in wisdom, age, and grace, in the sight of God and the community.

### ***In partnership with families...***

The faculty community respects the rights of parents as primary educators and strives toward becoming true partners in the education and development of the whole child. In alliance with families we commit ourselves to continued renewal through study and learning in all areas of our lives. Working and praying with families, we form a larger community of faith, the St. Bruno Catholic School Family, and as members of this faith community, it is our responsibility to create a Christian atmosphere of faith which will foster a spirit of love, support, and openness.

### ***To assist in the total development of the children we teach...***

It is our firm belief that we provide an educational environment which strengthens the spiritual, intellectual, social, physical, and psychological abilities of each child. Therefore, we, the faculty community, in partnership with families, strive towards awakening these abilities in our children. It is our goal to produce well-rounded, educated, responsible members of the Christian community through the provision of an outstanding integral education, allowing our faith to permeate every aspect of the school environment including not only academics and religious instruction, but extending to the very atmosphere in the offices and classrooms, on the playground and at school events.

### ***So that they may grow in wisdom, age, and grace...***

The philosophy of St. Bruno Catholic School is directed towards the holistic growth and maturation of the child assisting them to grow in wisdom through the pursuit of academic excellence; helping them mature in age, making decisions based on Gospel values, and cultivating positive attitudes towards self and others; and fostering a growth in grace through sound Christian formation.

### ***In the sight of God and the community.***

We teach our students what it means to live lives of service for others, and we model our own commitment to social justice through our active involvement in service to our parish, our community, and our world. We are committed to providing our students with the best possible academic instruction and religious values, preparing them to become confident, competent, and caring Christian citizens in the world of work, and preparing them for full membership in the Church, and active citizenship in their community and nation. We challenge St. Bruno students to go out and make a difference in the world, to take the gifts that they have received and share them with others and, following the example of Jesus Christ, build the Kingdom of God.



## A. GENERAL INFORMATION

### **Code of Christian Conduct Covering Students, Parents, Guardians and Other Responsible Adults in the Archdiocese of Los Angeles:**

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

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

Our Christian principles provide that:

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

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

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning. The action may include removal of a family and its students from the school.



## **Our Parish**

St. Bruno School exists as a ministry of St. Bruno Parish, supported by the pastor and parishioners of St. Bruno. The pastor is ex officio the chief administrative officer of the school. He implements the policies of the Catholic School Board of the Archdiocese of Los Angeles in the school, and on points not covered by Archdiocesan policy; he determines policies consistent with Board policy and appropriate to the needs of our school. The pastor has administrative, personnel, finance, and spiritual responsibilities to the school. The immediate direction and supervision of the school program he delegates to the principal.

### **Parent or Parent-Teacher Organizations and Consultative School Council**

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

#### **Parent or Parent-Teacher Organizations**

The main functions of a parent or parent-teacher organization are to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the parent teacher organization shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school, where applicable.

Financial operation of a parent or parent-teacher organization shall be governed by the regulations for financial operations as found in the parent or parent-teacher organization bylaws.

#### **Consultative School Council**

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, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines, the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998).

The regional supervisor at the Department of Catholic Schools is available to assist and guide schools in the implementation of a consultative school council.

#### **School Personnel**

The pastor and principal shall have responsibility for selection and, if required, termination of lay faculty and may not delegate such responsibilities to the organization or its executive board.

#### **School Finances**

The pastor has the responsibility for budgetary decisions affecting the school. This responsibility is usually delegated to the school principal. The responsibility to make budgetary decisions may not be delegated to the parent organization, its executive board, or finance committee.



### Administration

Pastor	Fr. Michael Reardon
Associate Pastor	Fr. Jim Bradley
Principal	Ms. Angela Ippolito
Permanent Deacon	Deacon Michael Freeman

### Faculty/Staff

Kindergarten – Green	Mrs. Pat Terrones
Kindergarten – Gold	Mrs. Clairissa Paniagua
Grade On ~ Green	Mrs. Joanne Saldana
Grade One ~ Gold	Ms. Rebecca Rodriguez
Grade Two	Mrs. Nancy Roio
Grade Three	Mrs. Janice Walker
Grade Four	Mrs. Emily Vaught
Grade Five	Mrs. Maribeth Arehart
Grade Six	Mrs. Heidi Worrell
Grade Seven	Mr. Michael Salas
Grade Eight/Vice-Principal	Ms. Jolene Running
Vice-Principal/WTR/Librarian	Mrs. Peggy Schwabe
Reading Specialist/Computer Lab	Mrs. Cherrie Lakey
Science Specialist	Mr. Brian Errickson
Math Specialist	Mr. Dave Ericson
P.E. Instructor	Mr. Joe Aquino
Music Instructor (Liturgical)	Mrs. BethAnn Martinez
Music Instructor (Mued)	Mrs. Rosemary Circo
DayCare Coordinator	Mrs. Adeline Turtzer
DayCare Assistant (afternoon)	Miss Amanda Klein & Miss Jessica DelaTorre
DayCare Assistant (morning)	Mrs. Nellie Guzman
Secretary/Administrative Assistant	Ms. Kittie Porter
School Office Receptionist	Mrs. Mary Margaret Moscoso
Health Room	Mrs. Caroline Garcia
Bookkeeper	Miss Georgette Tino & Mr. Chris Golda
Religion Coordinator	Sr. Mary La
First Grade Aide	Mrs. Dena Martinez
Second Grade Aide	Mrs. Mona Solorza
Third/Fourth/Fifth Grade Aide	Mrs. Elaine Buller
Custodian	Mr. Joel “Junior” Ramirez

### Consultative School Council Members

Barry Carvalho	Carl Hecht
Suzanne DeVaney	Jere McDonald
Diego Duran	Lois Maldonado
Eileen Gingerich	Lorena Natera



## **Schoolwide Learning Expectations**

At St. Bruno Catholic School we will work in partnership with families to help students...

### **Grow in wisdom through the pursuit of academic excellence becoming people who...**

- Comprehend, analyze, and express ideas, facts, and opinions effectively and confidently.
- Master academic content standards in preparation for higher education.
- Demonstrate the virtues, study habits, organizational skills, and time management Tools necessary to succeed as independent lifelong learners.

### **Grow in age, making decisions based on gospel values becoming people who...**

- Exhibit respect for self and others, and model the gospel values taught by Jesus Christ.
- Accept responsibility for their own thoughts, words, and actions.
- Employ resourcefulness, critical thinking, and moral principles in making choices.

### **Grow in grace through Christian formation becoming people who...**

- Know, love and serve God through full participation in the Catholic faith.
- Demonstrate knowledge of Catholic doctrine, history, traditions, and moral teachings.
- Demonstrate a commitment to peace and justice, serving others by sharing their gifts of time, talent, and treasure.



## History of St. Bruno Catholic School

St. Bruno Catholic School opened in 1956 with an enrollment of 293 students in grades one through four. The school graduated its first class in June of 1961. By the fall of 1963, the school had become a full double grade program for grades one through eight. With a growing decline in enrollment in the primary grades, the school began to contract to single grade classes beginning in 1974. The last double grade class graduated in June of 1982.

The Sisters of Mercy staffed the school until June of 1983. The following year a principal from the Sisters of St. Joseph of Orange was appointed and served the school for two years, along with an entire lay faculty. In the summer of 1985 a lay principal was appointed. The trend of lay administration continues to this day.

The school library was opened at the end of the 1982-1983 school year. A full time paid librarian was hired in September of 1984. In the winter of 1985 a small computer lab was started for upper grade students. In the fall of 1987 a computer staff person was hired to coordinate both the Writing to Read Program and the regular student lab. These computers continued in use through 2002 with the dedication and assistance of many volunteers who helped maintain the equipment. In winter of 2002 a dedicated team of volunteers upgraded the regular student lab. They created a school wide network with two servers and a sound infrastructure. Twenty state-of-the-art computers were installed in the computer lab, and a computer for the teacher's use was placed in every classroom and office. All computers were made Internet capable via DSL and an appropriate filtering system. Simultaneously, the school launched its web site and e-mail server as yet another means of communication between home and family.

In the fall of 1986 a kindergarten was opened. Originally, there were two half-day sessions with approximately twenty students in each session. In 1990 a second full time teacher was hired to co-teach the kindergarten program which had expanded to a full day schedule. In 1991, the kindergarten class was split into two separate classes of approximately 20 students each. Each class now occupies its own classroom, with many joint activities throughout the day.

In 1986 an Extended Day Care Program was opened for all students. It continues to this day headed by a coordinator and two assistants who provide care for students before school beginning at 6:30 a.m. and after school until 6:00 p.m. The program offers both directed study time and planned activities.

In the winter of 1997 the Father Cooley Parish Center opened. In addition to numerous parish offices, large meeting rooms are available for school use for music classes, retreats, meetings, and special projects. A science lab was built in conjunction with this project and a full time science teacher was hired for the 1997-1998 school year. Students in grades 4 - 8 are given daily science lessons with many hands-on science experiments to support the curriculum. Students in grades K-3 attend lessons in the Science Lab once each week. With several parish offices moving from the school buildings to the new Parish Center, a large amount of space was opened up for educational use. The school added a reading specialist room and a faculty resource room with a faculty library and conference space.

In the fall of 1998 a full time reading specialist was hired to work with small groups of students on a regular basis. All primary students visit this room at least once a week, enabling the teachers to work with small reading groups in their classrooms. In the winter of 2003 a full time math specialist was hired to assist teachers in teaching mathematics and to work with small groups of students practicing math concepts, utilizing hands on manipulatives, and drilling math facts.



As a result of a very successful capital campaign, the school computer lab was completely upgraded and a school wide computer network was installed providing faculty and students with the latest technology and high-speed Internet access. During the summer of 2004 the school bathrooms were renovated complete with new copper plumbing and wheelchair access. The school doors were also replaced to provide the school with added security and ensure easier wheelchair access to the interior corridors. During the summer of 2006 the school refurbished one of the classrooms making it a beautiful new Library, and the DayCare room was refurbished. New playground equipment was installed in September 2006. In the summer of 2007, the interior of the school was painted, new carpet was installed in the hallway, all the blinds were refurbished, and the electrical fixtures in the hallway were upgraded. In the summer of 2009, twenty new computers were purchased (funded by a grant) and installed in the Computer Lab. Previously used Lab computers were distributed among various classrooms for student use. Additionally, large flat-screen LCD televisions were purchased (funded with proceeds from our Golf Tournament fundraiser) and installed in all classrooms. Also, in the summer the Faculty Room was fitted with a kitchen, including running water, cabinetry, and an electric range, for the convenience of the faculty and staff. Prior to school beginning, a major repair on the roof took place, and a new air conditioner was installed to serve the Kindergarten rooms. The exterior trim of the school was also painted. About midway through the 2009-2010 school year mimeo boards were purchased and installed in grades 4, 6, 7, 8, and the Math and Science Labs. These products helped teachers to use technology in the classroom to a greater degree. At the end of the school year mimeo boards were ordered for each of the remaining classrooms. The 2010-2011 school year was our WASC accreditation year. We are proud to announce that St. Bruno Catholic School, again, was awarded the full six year accreditation. Also, during the 2010-2011 school year, we decided to lease new computers for the teachers, began using Gradelink for progress reports and report cards, opened up a second First Grade classroom so that our primary students will have smaller class sizes for both Kindergarten and First Grade, purchased Accelerated Reader program, bought new English books for grades 3-8, new Religion books for K-5 and new Phonics books for K-5.

The school now has a maximum enrollment of 324 pupils. The faculty is comprised of a lay administrator, eleven lay teachers, a reading specialist and librarian, a computer teacher, a science specialist, a math specialist, three teacher aides, a religion coordinator, two music teachers, physical education teacher, four clerical support staff members and a registered medical assistant. Our Extended Day Care program has a staff of three, with a director and two assistants. The school has been richly blessed by a devoted group of parent volunteers who give of their time, talent, and treasure, to enrich the school program.



St. Bruno Catholic Elementary School was last fully accredited by the Western Association of Schools and Colleges and the Western Catholic Education Association in 2010 for a full six-year period.



The alumni of the school are a great source of pride to the parish community. Each September, graduates further their education by attending Rosary High School, Don Bosco Technical Institute High School, Loyola High School, Servite High School, St. John Bosco High School, St. Paul High School, St. Joseph High School, Bishop Montgomery High School, Bishop Amat High School, and some area public high schools.



## Our Patron Saint

*“The cross remains as the earth changes”*

St. Bruno was born about 1038 AD in Cologne, Germany. With the help of six companions he began the Carthusian order of monks. This order was a strict, contemplative grouping, finding closeness with God through prayer, sacrifice, and hermit life. After six years, St. Bruno was called to assist Pope Urban II, with his reforms in the Church. St. Bruno later founded a branch of the order in Calabria and spent the rest of his life in a combination of the quiet, contemplative life and the very active assistance, which he rendered to the Pope.

Upon his death, his companions in Calabria wrote, "Master Bruno deserves to be praised in many ways, but particularly because his life was one of perfect equilibrium. This was his major virtue. He was a model of true justice, a light on the path that leads to wisdom, a man with a profound heart."

***St. Bruno's feast day is celebrated on October 6.***

### Prayer to St. Bruno

*“O holy Saint Bruno let me love God and live my life in the same way that you prayed:”  
“Lord, you alone are God; You alone are Lord. Help me not to be ensnared by the glitter and foibles of this world, but to be consumed with attaining the next.” AMEN.*

### Our Crest



This crest was designed to articulate the history and culture of our school. The **shield** on which the symbols are shown is the original shield of the founding sisters, The Sisters of Mercy of Burlingame. Interestingly enough, the **seven bars** across the bottom of the original crest were green and gold – our school colors. The **Eucharistic cup** and **grapes** on the shield emphasize the centrality of the Blessed Sacrament to our faith and school. The **cross with the heart at its center** depicts the love of Christ, but also the influence of the Sisters of the Lovers of the Holy Cross on our school. The **S-B-S**, of course, identifies us as St. Bruno School, and the letters are separated by two **shamrocks**, indicative of the Irish foundress of the Sisters of Mercy, Sr. Catherine Elizabeth McAuley. The motto across the bottom is taken from the words of St. Bruno, “As the Earth changes, **the cross remains.**”

### Our School Colors

**Green and Gold**

### Our Mascot



*St. Bruno Tigers*



## **The Saint Bruno School Alma Mater**

(Written by Mrs. Vice for the Class of 2007,  
Sung for the first time on June 8, 2007, by the Class of 2008)

*Hail, hail St. Bruno, our own dear school.  
Hail, our St. Bruno, where we live the  
golden rule.  
Our priests and teachers guide us, and  
teach us how to live.  
When we leave these hallowed halls, we'll  
go in faith to give.*

*Hail, hail St. Bruno, where friends are  
always found.  
Hail, our St. Bruno, where we walk on  
holy ground.  
We'll leave our school still young at heart,  
but even when we're old.  
We'll say a prayer and keep you dear, our  
Green and Gold.*

## **The Saint Bruno Honor Code**

***“I will tell the truth.  
I will do my own work, without  
illicit assistance.  
I will work to encourage honesty.”  
I value my character and our  
community of trust  
and I choose to uphold the  
Honor Code of St. Bruno  
School.***



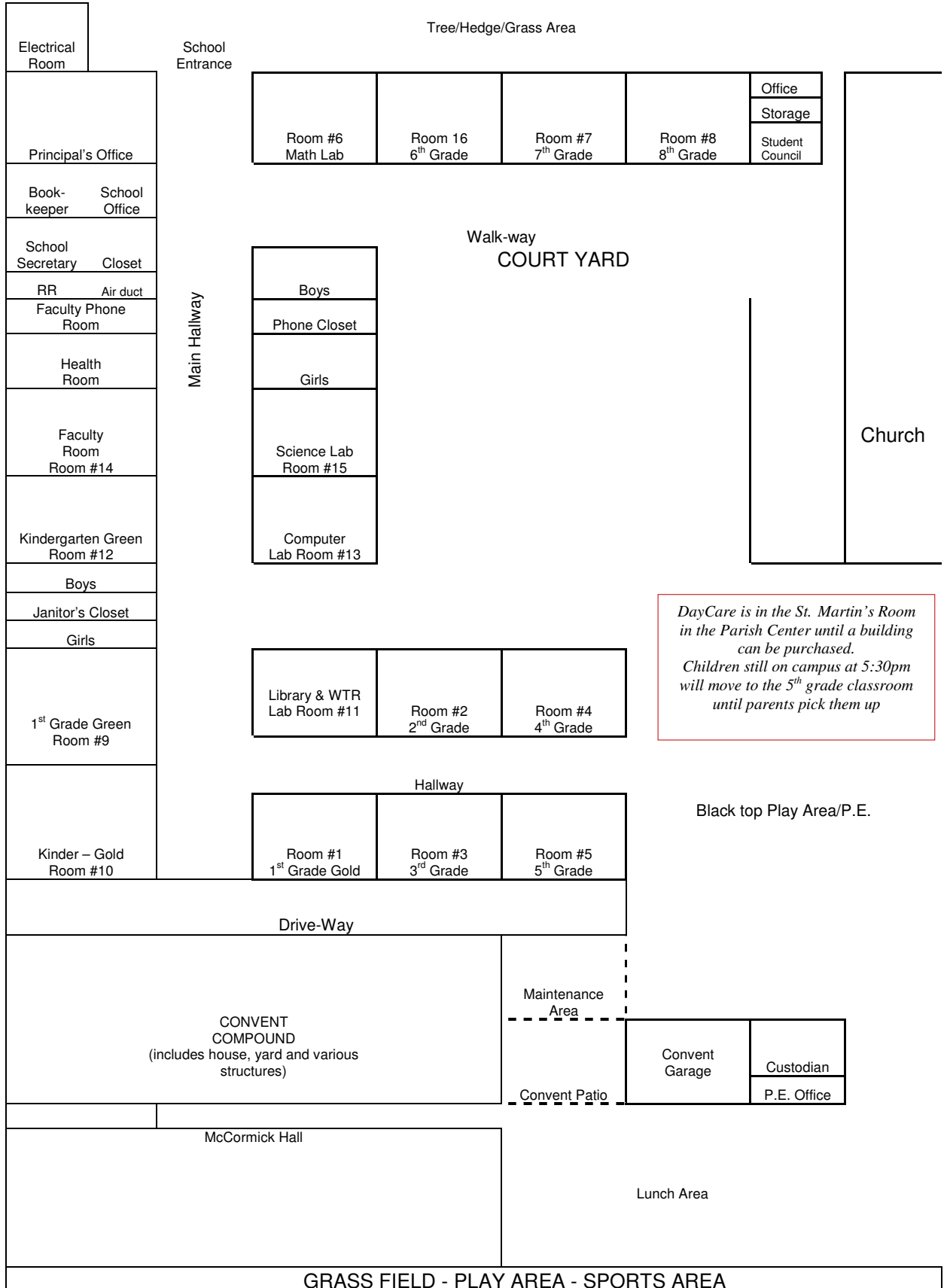
# St. Bruno Catholic School

## CITRUSTREE ROAD

Tree/Hedge/Grass Area

WIDENER AVENUE

WIDENER AVENUE



*DayCare is in the St. Martin's Room in the Parish Center until a building can be purchased. Children still on campus at 5:30pm will move to the 5th grade classroom until parents pick them up*

Black top Play Area/P.E.



**St. Bruno Catholic School** Birdseye View of Holiday/No School Days for School Calendar 2011-2012

Month	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday
AUGUST 2011	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
SEPTEMBER				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
OCTOBER	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				
NOVEMBER		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30		
DECEMBER				1	2	5	6	7	8	9	12	13	14	15	16	Christmas Break									
JANUARY	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
FEBRUARY			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29		
MARCH				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
APRIL	2	3	4	5	6	Easter Break					16	17	18	19	20	23	24	25	26	27	30				
MAY		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
JUNE					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
					</																				



### Daily Bell Schedule

#### Monday through Thursday

School Starts:	At the	7:50 A.M.	Bell		
Recess	K – 4th	10:20 – 10:35 A.M.		5th – 8th	10:05 – 10:20 A.M.
Lunch Prayer Assembly	K – 8th	12:20			
Lunch	K – 4th	12:40 – 1:00 P.M.		5th – 8th	12:20 – 12:40 P.M.
Lunch Recess	K – 4th	12:20 – 12:40 P.M.		5th – 8th	12:40 – 1:00 P.M.
<b>No Lunch Recess on Fridays</b>					
Dismissal	K-8th	Mon.–Thurs.3:00 P.M.		Friday –	1:00 P.M.

#### After School Activities

All after school activities and practices will take place at the discretion of the adult moderator or coach. Students not participating in these activities or registered in the After School Program must leave the yard by **3:15 P. M.** as **there is no supervision after that time.**

#### School Calendar

A “tentative” calendar will be posted on the school website each month. Each family will receive a copy in their family envelope the week preceding the new month. Any changes and/or additions to the calendar will be clearly noted in the Weekly Newsletter.

### ARCHDIOCESE OF LOS ANGELES "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, and**
- **May not volunteer in any non-ministerial activity or event where he or she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.**

Any parent or guardian who is a registered sex offender must contact the principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy. As a member of the Archdiocese of Los Angeles community, the school wants to assure that it is in compliance with both Megan's Law and the Archdiocese’s Zero Tolerance Policy.

### SAFE ENVIRONMENT TRAINING FOR CHILDREN AND YOUTH

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



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

**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 students the tools they need to protect themselves from those who might harm them.

The Archdiocesan Office of Safeguard the Children works with the schools and Directors of Religious Education in the parishes to establish these programs. Questions concerning Safe Environment Training can be forwarded to the principal.

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

*Revised August 20, 2007*

Adults acting in a staff, faculty, ministerial or other paid or volunteer 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 met these requirements*

*(Form “Acknowledgment of Receipt of Guidelines for Adults interacting with Minors at Parish/School Activities or Events” as shown on page 20 is available either via a Faculty member or in School Office)*

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

*Revised August 20, 2007*

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

*(Form as shown on page 21 & 22 is available in School Office)*



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

(Revised 8/2007)

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 the 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, Parent/Student 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. 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: \_\_\_\_\_



## CODE OF CONDUCT FOR STUDENT WORKERS/VOLUNTEERS

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

As a student volunteer I will:

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

As a Student Volunteer I will not:

- Endorse, during my ministry, any view contrary to the teachings of the Catholic Church
- Commit an illegal or immoral act
- Smoke or use tobacco products
- Use, possess or be under the influence of alcohol or illegal drugs at 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
- Fraternalize 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: \_\_\_\_\_

Name and Signature of Parent or guardian: \_\_\_\_\_

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

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

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



### **Child Abuse Reporting Responsibilities**

In accord with Archdiocesan policy and California law, school staff is obligated under penalty of fine and imprisonment to report the “reasonable suspicion” of physical abuse, corporal punishment, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, sexual abuse or sexual exploitation.

The California Penal Code requires that any employee of the school who knows or reasonably suspects that a child has been a victim of child abuse or neglect must report the incident immediately to the Child Protective Services agency. Any person mandated by the Penal Code who fails to report in an instance of child abuse or neglect that he/she knows or reasonably should have known to exist, is guilty of a misdemeanor punishable by the revocation of the teaching credential, imprisonment in the county jail, and fine.

In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities (contrary to the procedure followed in most other legal matters). The clear intent of the law, based on the seriousness of the items listed above, is to mandate that a report of “reasonable suspicion of abuse” be made. School staff will make such reports in the best interest of the child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

### **Sexual Misconduct Policy**

A ministerial relationship is one in which a person is receiving pastoral care from a church leader. Whenever a person begins a relationship with any person in his or her capacity as a church official or leader, a ministerial relationship is created.

This applies to:

- Clergy (bishops, priests, and deacons)
- Members of religious communities (priests, brothers, sisters)
- Lay ministers, lay pastoral associates, youth ministers, and liturgical ministers
- Spiritual directors and pastoral counselors
- School personnel
- Seminary faculty, staff, and administrators
- Religious education teachers, church camp counselors, choir directors, etc.

Sexual misconduct is a general term that includes sexual harassment, sexual exploitation, and sexual abuse.

While ministry is never about sexual contact, sexualized contact or sexualized behavior may arise within a ministerial relationship. In our Catholic faith, this is never acceptable in a pastoral relationship with a parishioner, employee, students, spiritual director, counseling client, or anyone who has sought the church’s ministry.

Sexual harassment is unwanted sexualized conduct or language between co-workers in the church setting. Although difficult to define precisely, sexual harassment may include but is not limited to the following:

- Making unsolicited sexual advances and propositions.
- Using sexually degrading words to describe an individual or an individual’s body.
- Telling inappropriate or sexually related jokes.
- Retaliating against the co-worker who refuses sexual advances.



- Offering favors or employment benefits, such as promotions, favorable performance evaluations, favorably assigned duties or shifts, recommendations, etc. in exchange for sexual favors.

Sexual exploitation is the sexual contact between a church leader and a person who is receiving pastoral care from the church leader. Sexual abuse is sexual contact between a church leader and a minor or a “vulnerable adult” as defined by law.

Either sexual exploitation or sexual abuse can include physical contact from the church leader such as:

- Sexual touch or other intrusive touching (i.e., tickling, wrestling, or other physical contact) that causes uneasiness or discomfort in the one touched.
- An inappropriate gift (such as lingerie).
- A prolonged hug when a brief hug is customary behavior.
- Kissing on the lips when a kiss on the cheek would be appropriate.
- Showing sexually suggestive objects or pornography.
- Sexual intercourse, anal or oral sex.

Sexual exploitation or sexual abuse can also include verbal behavior such as:

- Innuendo or sexual talk.
- Suggestive comments.
- Tales of sexual exploits, experience, or conflicts.
- Making sexual propositions.

It is a common dynamic in ministry for some to feel attracted to those in church leadership positions, or to feel flattered by his or her attention. This never excuses any form of sexual misconduct. Clergy or other church leaders who engage in any form of sexual misconduct are violating the ministerial relationship, misusing their authority and power, and are taking advantage of the vulnerability of those who are seeking spiritual guidance.

Because of the respect and even reverence with which many people seek help from the Church’s ministers, there is an imbalance of power and hence a vulnerability inherent in the ministerial relationship. In these circumstances there is an absence of meaningful consent to any sexual activity, even if the person is an adult. This imbalance of power makes it never okay. It is the responsibility of the Church leader to maintain appropriate emotional and sexual boundaries with those with whom they work or serve.

Victims of ministerial sexual misconduct frequently feel deep shame or self-condemnation. They may fear not being believed or fear being blamed by church officials or members. Many times they may not even realize that the way they were treated was abusive. Sadly, victims can experience a crisis of faith and even leave the Church altogether.

The Archdiocese treats all complaints of sexual misconduct seriously and deals with such allegations in a prompt, confidential, and thorough manner with compassion and consideration for all those involved.

- A complaint against an Archdiocesan priest or deacon, Catholic school personnel, or other Archdiocesan employee may be initiated in writing or by telephoning the Assistance Ministry Coordinator at (800) 355-2545.
- Complaints against religious order priests or women religious are made to their own religious superior. The Archdiocesan Assistance Ministry Coordinator is able to assist directing such a complaint to the proper authority.



- Complaints against parish employees or volunteers may be directed to the pastor or associate pastor of the parish in question.

When a member of the clergy is accused, a team (including the Assistance Ministry Coordinator, the Vicar for the Clergy and a special fact-finder known as an Auditor) responds promptly to the complaint. In dealing with these, the Archdiocese will:

- Make every effort to act in a way that protects people from being harmed; including relieving an accused priest or deacon from ministerial duties if there is sufficient evidence to support the allegations.
- Comply with all civil reporting mandates governing sexual abuse.
- Strive impartially to determine the facts and circumstances as accurately as possible.
- Offer victims and their family's assistance in obtaining psychological counseling and spiritual direction.
- Deal as openly as possible with members of the parish community while respecting the privacy of the individuals involved and in accordance with Church law governing such situations.

Every effort is made to assure that all persons ministering in the Archdiocese are aware of and will abide by the policies prohibiting sexual harassment, exploitation or abuse, and of the procedures for dealing with incidents of sexual misconduct.

School personnel are screened for their ability to work safely with children, are provided information to help recognize and deal with issues of child sexual abuse, and are offered guidance and instruction on appropriate professional conduct with students.

All seminarians and candidates for the diaconate go through an extensive evaluation and psychological assessment before entering formation. After ordination, priests and deacons receive ongoing training on maintaining the integrity of the ministerial relationship.

Every person has the right to be respected and treated with dignity befitting a child of God. Every person has the right to having appropriate boundaries respected. Every person has the right to challenge any behavior or comment that is offensive or inappropriate. It is the responsibility of everyone to protect the safety of children, families, women and men, and to promote healing where there is injury with firm justice and mercy toward all.

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

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur.

However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible for striving toward reconciliation and shall act in good faith. Legal representation is not permitted at any meeting or mediation of the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

#### **School Level**

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.
- If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).



- For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.
- After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

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

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

## **B. Admission and Attendance**

### **General Admission Policy**

All incoming students, upon satisfactory completion of the admissions procedure will be admitted as follows:

- ✓ If room is available, students who currently have siblings in the school AND who otherwise qualify will have preference.
- ✓ If room is available, students who otherwise qualify and whose families are registered and active parishioners in St. Bruno Parish will be accorded the next level of preference.
- ✓ If room is available, transferring students who qualify and whose families register in the parish and become active will be accorded the next level of preference.
- ✓ If room is available, qualifying students from neighboring Catholic parishes without a parish school will be accorded the next level of preference.
- ✓ If room is available, other qualifying students, who by their behavior and attitude demonstrate an acceptance of St. Bruno Catholic School philosophy, will be accorded the next level of preference.

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

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

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

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



## **Inclusion Procedures**

Through the mission of the Archdiocese, our schools strive to serve children with varied learning needs. All educators in Archdiocesan schools follow “Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)”. Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should consult the student’s teacher and principal to determine how best to meet the student’s needs. Parents or guardians may request the “Disability Discrimination Complaint Review Process” from the principal to address unresolved issues.

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

- Preferences are given to active members of the parish
- The recommended age for kindergarten students is five (5) years of age on or before September 1, but required by December 1
- The recommended age for first grade students is six (6) years of age on or before September 1, but required by December 1, unless waived by the principal
- All students must comply with current California immunization and health requirements prior to enrollment
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to meet the educational and financial needs of all students
- The pastor and principal will review a student’s continued eligibility for enrollment in the parish school
- The school establishes its own procedures for admission and enrollment

## **Transferring Students**

Students must possess average grades or above in academic subjects and conduct. Birth and baptismal certificates, current report card, and standardized test results must be presented at the time of registration. Parents are asked to agree to actively support the spiritual, academic, and disciplinary standards of St. Bruno Catholic School. Parents must also agree to meet their financial and service hour obligations as part of the admission contract. Final approval of the principal is necessary before admission. All new students will be placed on academic and conduct probation for the period of at least one semester, during which time school staff and parents will assist the student in working towards a successful adjustment to St. Bruno’s school life and standards.

## **Admission to Kindergarten**

Admission to Kindergarten will be determined by two factors in addition to those outlined under General Admission Policy. The student applicant must be five (5) years of age on or before September 1<sup>st</sup> of the academic year for which he/she is seeking admission, and she/he must demonstrate age-appropriate developmental maturity and school readiness at the time of testing.

## **Re-Admission Policy**

It is of the utmost importance that parents constantly seek to remind themselves that their positive support of the parish and school and prompt payment of tuition do operate as prerequisites to readmission and conditions for continued presence in St. Bruno Catholic School. Applications for readmission are offered only to those families whose current obligations have been met and whose students’ behavior and attitude demonstrate an acceptance of St. Bruno Catholic School philosophy and rules. Students withdrawn by parents who wish to re-enroll must apply via the applications process outlined above.



## TRANSFER OF RECORDS

### Student Transfers, Withdrawals and Graduation

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

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

Official transcripts are not given to students or parents. The school grants full credit for all work a student accomplishes up to the time of transfer.

Principals may be required by the County Board of Education to report the severance of attendance by any student.

### Withholding of Records

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

### Cumulative Pupil Record

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

Permanent records cards include only the following information:

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

## **Attendance**

### Absence:

Principals and teachers are responsible for checking the regular attendance of all students. Every absence must be recorded on the attendance register and record. Elementary schools record absences according to the instructions on the Student Attendance Register.

It is vitally important that **parents notify the school office before 9:00 A.M.** when a child is absent. The school should be notified each day a child is absent. In instances where the parent has not contacted the school, the school will attempt to call your home by 11:00 A.M. If there is no answer at home, an attempt will be made to contact you at your place of employment. We appreciate each parent calling rather than the office having to assume this responsibility. It is a time-consuming process to locate the parents of absent students.



When a student has been absent from school, a **written excuse**, signed by the parent or legal guardian, **must** be presented before the child may be re-admitted to the classroom. In the note, please include the dates of the absence. A note from a doctor is necessary in cases of communicable diseases. A note from a dentist or doctor following a morning appointment is acceptable to excuse a tardy. Excused absences are granted upon receipt of a doctor's note indicating the necessity to miss school.

### **Absences with Acceptable Excuse**

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

### **Extended Absences:**

When, for family reasons, parents wish to take their children out of school temporarily, the principal and teacher will discuss with the parents the possible effects of such an absence. If a student is absent for an extended time, (*e.g.*, 15 or more days), official grades may be withheld. This decision is left to the judgment of the principal. A student absent from school because of a television or movie contract is considered as an ordinary absentee and is marked as such in the Attendance Register.

### **Leaving School Early**

A student may not leave the school before the regular dismissal time without a written request from a parent or guardian. The request must state the reason for early dismissal. At no time during the daily session are pupils allowed to leave the school grounds, including recess or lunch period, unless prior arrangements have been made with the office. If arrangements have been made and the child is to be picked up, the parent, legal guardian or authorized person must report to the office (not the classroom) before the child is released. The child is then signed out and released. A parent or guardian must send a signed note and contact the office if someone other than those previously authorized is to pick up the child. Students are required to sign in at the office when returning from an appointment. The school assumes no liability in cases where students leave the premises in violation of the above policy.

### **Absences for Medical Appointments:**

A student must bring a written note stating the reason, signed and dated by the parent or guardian, giving permission to leave the school property at a specific time during school hours. Please make every effort to keep medical and dental appointments scheduled during the school day at a minimum, as frequent absences of this nature are detrimental to the student's classroom performance. We also ask that the appointments do not conflict with dates of standardized testing.

Medical or dental appointments during school hours will be marked as an excused medical absence only if a dated, signed slip is brought from the doctor's office. Parents should request this upon the occasion of the visit.

### **Absence from Physical Education:**

Physical education is an important aspect of the curriculum. It is expected that every student will dress in the P.E. uniform on P.E. day(s), and participate in the activities. To be excused from class it is necessary to have a written excuse signed by parent or guardian. For prolonged absences from the P.E. program, a doctor's excuse is needed, and no grade will be issued.



### **Tardiness:**

A student is tardy if he or she arrives after the time fixed by the school for the beginning of the morning or afternoon session. If the student comes after the designated time, he or she is marked absent half a day. A record of all tardiness is kept in the attendance register and records.

Students are considered tardy if they are not present in class, ready for morning exercises at 7:50 a.m., when the bell rings. It is the parent's responsibility to see that a student arrives on time for school. Those students who consistently arrive late interrupt the classroom and disturb the learning process for all students. Persistent tardiness may, at the discretion of the principal, result in denial of re-registration for the next school year. Tardy students must report to the office for a tardy slip in order to be admitted to class after 7:50 a.m. Students are permitted 3 tardies before a penalty is issued. At the recording of the 4<sup>th</sup> tardy a "tardy detention" is scheduled for the student. Students earning more than 3 tardy detentions in a quarter will be subject to further disciplinary action, including suspension. Detention is held two times per month, on Wednesday mornings from 7:00-7:45am. Failure to report for a scheduled tardy detention will result in an additional detention.

### **Truancy**

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

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

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

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

### **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" may be the local public school superintendent, those persons authorized in



writing by the public school Superintendent to issue the permit, or a school staff member who has been designated and trained as the work permit issuing authority for the school.

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

For additional information and forms see <http://www.dir.ca.gov/DLSE/ChildLaborPamphlet2000.html>

### **Student Accident Insurance**

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

## **Communications**

Parents have the primary responsibility for the education of their children. The school supports, enhances, and complements this role. Parents should be kept informed of the progress of their children by means of report cards, progress reports, conferences, open house, and carefully prepared programs that demonstrate materials and methods employed in the school.

### **Cell Phones:**

Students may **never** use cell phones to make calls, text message, or take pictures or video while on campus. Students who violate this policy are subject to disciplinary action including confiscation of the telephone until it can be returned directly to the student's parents.

### **Telephone:**

Students will not be called to the telephone during school hours except in the event of an emergency. Students will not be allowed to use the telephone in the office without a written note from the homeroom teacher. Students will only be sent to the office to call home if it is deemed urgent and necessary by the homeroom teacher. (*Forgotten lunches, homework, sports equipment, etc., are not urgent matters.*)

### **E-mail:**

The school maintains a web site that provides parents and students access to e-mail teachers and administration. The school website is located at <http://www.saintbrunoschool.com> Electronic correspondence with students shall be limited to purposes related to education. Because of the non-secure nature of e-mail communication, and the inadequacy of our system to perform message confirmation, we ask that parents keep e-mail correspondence limited to brief questions. Any concerns about your child can be more appropriately handled in person, by telephone, or through written notes.

### **Family Newsletter/Envelope:**

A weekly family envelope is sent home with the oldest child in each family on the first school day of the week. In addition to a weekly newsletter/bulletin, included in this envelope will be any other information pertinent to the week's activities. It is the parent's responsibility to read all the material contained in the family envelope and return the empty envelope with your oldest child the next day. Any notes, payments, hot lunch orders, Scrip orders, etc. may be sent to the office via this envelope. Each item of correspondence, lunch order, financial transaction, etc. should be sent in its own clearly labeled envelope. (Baggies are good for hot lunch orders, free dress payments, etc., but should also be clearly marked.) Please notify the office if your envelope is lost. There is a \$5 fee to replace a lost envelope.

### **Student Confidentiality:**

Teachers, administrators, retreat leaders and other school personnel will respect the verbal or written confidences of students, except in cases where the health or safety of the student or others is involved.



### **Family Privacy:**

The addresses and telephone numbers of parents/guardians shall be strictly confidential and used only for official school business. If the school publishes a school directory, permission to list addresses and telephone numbers must be obtained in writing from the parent/guardian prior to publication.

### **Scheduling Teacher Conferences:**

**If there is a question regarding a classroom situation, please discuss it with your child's teacher first.** Charity alone dictates that teachers should be alerted to matters under their control before being discussed with other parents, neighbors, parishioners, the school receptionist, or the administration.

You are requested to do all in your power to verify facts through the correct channels of communication, to prevent passing on misinformation.

All teacher conferences are held by appointment only. You may schedule an appointment by either contacting the office and offering times when it would be convenient for you or by sending a note to the teacher and requesting an appointment. No teacher is expected to meet with parents at recess, at lunchtime, or impromptu after school without an appointment. It is professional courtesy on both the parts of the parent and the teacher to be informed about the reason for the appointment beforehand. If parents or teachers feel the need for a meeting with the principal after the initial meeting, an appointment may be made with the front office. **The principal is available for consultation, by appointment only, after the matter has been discussed with the classroom teacher.**

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

Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor.

Any parent/guardian or other family member who upbraids, insults, or abuses the principal or any teacher of the school is risking their child's continuation in the school.

Any parent/guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school. (This includes venues for sporting events.)

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

St. Bruno Catholic School parents agree to: support the decisions of the school faculty and administration; support the school through attendance at the general parent meetings; support the school through the prompt payment of tuition; support the school by assuming a share of the duties for fundraising; support the school by devoting a minimum of fifty-five hours of service to the school; and support the school by abiding by the *Archdiocesan Code of Christian Conduct Covering Students and Parents*.

## **Arrival and Dismissal Procedures**

### **Arrival**

Parents wishing to park and walk their children into the school or stop and purchase Scrip need to enter the Church parking lot through gate 1 on Citrustree or gate 2 on Santa Gertrudes and proceed directly to the parking area in the north-east end of the Church parking lot.



**Please note:** these areas are to be used only if you are **walking** your children into the school. If you wish to drop your children off, you **must** use the car pool lane. Parents are discouraged from dropping their children off on Citrustree in front of the school office entrance door. The School's front door will remain locked every morning until 7:55 a.m. Please do not drop off your children in front of the school, as they will not be able to enter through the front doors. If your child is tardy, he/she may enter through the front door starting at 7:55 and go directly to the office for a tardy slip. If you have business to take care of in the office, please come after 8:00am. Citrustree Road is quite busy both morning and afternoon and the safety of your children is our main concern.

Parents wishing to use the car pool lane should enter the school via gate 3 on Santa Gertrudes and follow the pylon marked drop off lane west (toward the basketball courts). All passengers must exit via the **passenger side door** in the drop off zone (adjacent to the parish center). Drivers will then make a wide u-turn and head east out the Santa Gertrudes gate 3.

Students arriving on campus before 7:30 a.m. **must** report in to the Extended Daycare Program. Beginning at 7:30 students may gather in the courtyard. Absolutely **no** play equipment is allowed before school. When the 7:50 a.m. bell rings students must line up in the designated area in the courtyard. Teachers will promptly pick up the students at 7:50 a.m. so that the class will be ready for morning exercises in the classroom. Classes attending morning Mass should proceed to the Church with the teacher promptly following the 7:50 a.m. bell.

### **Dismissal**

At 3:00 each day the teachers of grades K - 8 will bring the students to the designated area for dismissal.

The Kindergarten, First, and Second grade classes will wait in line with their teachers in the courtyard for pick up. ***If you are not picking up any children in these grades, please do not come in the courtyard, as we are hoping to cut down on confusion so as to better monitor the little ones.*** If you are picking up a child in any of these grades, please go to the line and make contact with your child's teacher, letting them know you are taking your child. If you are sending someone in your place, please notify the teacher ahead of time either through a note or a phone call to the office. (Do not leave a voicemail message, as many times teachers do not get these messages until late in the day.) At 3:10, any child that has not been picked up will be walked to DayCare by the classroom teacher, and signed in.

Students in grades 3-8 will be dismissed from the south side of the church. You will need to be waiting for your child near the Parish Center, and when your child sees you, he or she may go to you. You are also welcome to go to your child and pick him or her up personally. (If you are sending someone in your place, or if your child is part of a carpool, that is fine. Each child should know with whom they are going. You do not need to send the teacher a note, as we will assume that you and your child have discussed who they may or may not go with. If, however, there is a certain person or persons who are definitely not allowed to pick up your child, you need to notify the office and the teacher. We will need a copy of any legal paperwork (such as restraining orders, custody papers, etc.), which indicates the situation. The teachers in grades 3-5 will be supervising this area in general, but will not be standing with any one class. The teachers in grades 6-8 will be assigned to a location beyond the Parish Center and Church, where they will make sure that students are not in the parking lot unattended. While there will be six teachers supervising the area, they will not be responsible for "tapping out" or ascertaining exactly who each child is going home with, but students in this area will be well supervised. At 3:10, any child that has not been picked up will be walked to DayCare by a teacher, and signed in.

Students going to daycare must go directly to daycare and students walking home must leave the grounds immediately through the Citrustree doors and proceed directly home. Students involved in after school extracurricular activities may use the restrooms to change and then must remain in the courtyard,



supervised by the Athletic Director until 3:15 p.m. All other students must wait in the courtyard area until their ride arrives, at which time they may exit the courtyard area.

Students may **never** wait in the Church, on any adjacent street, or in the Parish Center parking lot. These areas will be “patrolled” by teachers not assigned a class for dismissal, and any student found in violation of this rule will receive an automatic detention. All students who remain after 3:10 are to report to the EDC room and wait there for his/her driver. No play equipment may be used during dismissal time. Please keep your child safe; do not direct him or her to hide/wait for you without supervision.

## SECURITY PROCEDURES

### **Cars:**

All drivers must drive slowly and carefully in the parking area. Cars are not allowed in the play areas between the hours of 6:30 am and 5:00 pm on school days. The alleyway between the convent and the school is likewise closed to cars during these hours. Drivers must not block the driveway and must park in designated parking spaces (*do not park in spaces reserved for parish staff*) when unloading or waiting for students. Please do not park and/or leave your car unattended when in the traffic flow line. This causes congestion. Please observe the painted arrows, which indicate the proper flow of traffic as well as the safety barriers designated by safety cones. Please observe the “no cars” sign. Our main concern is the safety of all the children.

### **Bicycles:**

Parents are asked to review bicycle safety rules with their children. If your child has your permission to ride their bike or walk to and from school, the permission must be in writing and filed in the office. Please remind your children that after leaving the school grounds at the end of the school day, they may not return to school. Students are never to ride bicycles on the school grounds or on the sidewalks bordering the school grounds. If a student fails to comply with safety rules, his/her bike will be impounded. Skateboards, roller skates or roller blades, heelies, and scooters are not permitted on campus and will be impounded.

### **Daycare area on Wednesdays:**

On Wednesday, due to traffic arriving for Bingo, the daycare area will be restricted to the courtyard area near the flagpole beginning at 4:00 pm.

## 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.

### **Custody Policy**

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal’s office. The school will not be held responsible for failing to honor arrangements that have not been made known in writing.

### **Pupil Records**

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



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

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

### **Directory Information**

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

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

Room parent rosters, class lists, telephone numbers, email address lists or any other personal 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 are required to respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply.

Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

### **Parent Authorization to Use Child's Personal Information**

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

See next page for the form "*Parent's Authorization to Use Child's Image, Name, Voice and/or Work for Non-Commercial Purposes.*"



# PARENTAL RELEASE FOR CHILD — NONCOMMERCIAL

## 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.





**PARENTAL RELEASE FOR CHILD — NONCOMMERCIAL continued**

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: \_\_\_\_\_





### **Extended Day Care**

If parents need to drop off students **before 7:30 a.m.**, or pick up **after 3:10 p.m.** they **must** be checked into the daycare program. Daycare hours are from 6:30-7:30a.m. and from dismissal until 6:00 p.m. on days when school is in session. When dropping your child off before 7:30, please watch him or her walk into the daycare room.

If there is any chance that your child/ren may use EDC sometime during the school year, a contract must be submitted at the beginning of the school year so that it may be on file in that eventuality and a \$15.00 per family registration fee must be paid. Without registration and a DayCare contract your child/children may not remain on campus unsupervised after 3:10.

All students who are not regular daycare students and are still on campus at 3:10 must either be with their sport coach, if they are having practice that day, or they must sign in with the daycare staff. These are students who are normally picked up at 3:00, but their driver is late. The parent will be charged for this daycare service beginning at 3:15, if they have not yet arrived for pickup. This is intended for the occasional late pickup. If due to personal scheduling, a driver can never collect their children before 3:15, then those children should become part of the regular daycare population. These parents, like the parents of regular daycare students, are charged beginning at dismissal time.

On early dismissal days prior to the beginning of a holiday, such as Thanksgiving, Christmas and Easter, daycare ***may not*** be available {weekly newsletters or monthly calendar will advise}.

DayCare **will not** be available the last day of school. (June's DayCare billing will be cut off and processed in the middle of the month so that fees the majority of the fees can be collected prior to the last day of school. The DayCare days following the billing cut off will be added to your September DayCare billing.)

### **Lost Articles – Lost and Found**

The school is not responsible for personal property lost at school. Students are asked **not** to bring any personal property to school aside from those items needed for their academic pursuits. **NO** valuables are to be brought to school – this includes personal sound systems, electronic games, beepers/personal pagers, cell phones, trading cards, lighters, matches, any item that could be used as a weapon, or **any** items of value not required for class. School sweaters, jackets, coats, lunch boxes, and other personal property must be marked with the owner's name and grade. Lost and found articles may be claimed after school in the nurse's office. Any article not claimed after one month will be given to the poor.

## **Campus Visitation**

### **Closed Campus:**

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

### **Parent Visitation on Campus:**

Parents have the primary responsibility for the education of their children. The school supports, enhances, and complements this role. Keeping this in mind, parents are encouraged to take an active role volunteering on campus. Opportunities for involvement include yard duty, assisting in the library, computer lab, or classroom, working with special projects or programs, and working with the hot lunch program. All parents who volunteer for these duties must be Virtus trained and fingerprinted. Parents are also welcome to observe in the classroom. To minimize the disruption, parents are asked to set up a mutually agreeable time for observation with the teacher. A parent who does not have legal custody of his/her child, but has visitation rights may visit on campus, subject to the above guidelines and the



visitation guidelines, unless the school has received a legal order prohibiting such a visit. **All parents visiting or volunteering on campus must sign in at the front office and wear a visitor's badge while on campus.**

*\*Please do not meet your child at the lunch area or playground during school hours unless you have signed in as a visitor.*

### **Removal of Students from School During School Hours**

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

Exceptions to this rule may be made only:

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

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

### **Interview and Removal from School of Students by Police Officers**

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

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

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

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

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



### **Interview of a Student During School Hours by a Police Officer**

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

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

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

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

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

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

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

## **EXTENDED SCHOOL DAY PROGRAMS**

The decision to provide an extended school day program shall be made jointly by the principal 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 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. It is recommended that there be no more than 14 children per one adult staff member. It is also recommended that two staff employees be available at all times in the event of an emergency. At no time should a child be left unattended.
- Staff members shall be inserviced 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.

### **Policies and Procedures for Extended Daycare**

St. Bruno Catholic School offers an extended daycare program to help meet the childcare needs of our families. Students in grades K – 8, currently attending the school, are eligible to attend.

Daycare operates out of the St. Martin’s room in the Parish Center, *{please use door adjacent to parking lot at all times}* daily, from 6:30 – 7:30 a.m. and from the time of dismissal until 6:00 p.m. **{children remaining in DayCare at 5:30pm will be taken to the 5th grade classroom until 6:00pm}** on days when school is in session. Under the supervision of the daycare staff, students are provided with structured time to complete homework, receive minor help with homework, play indoor and outdoor games, and participate in numerous other enrichment activities.

Since students must be supervised at all times, any student reporting to school before 7:30 a.m. and/or not involved in an approved after school extracurricular activity and remaining on campus after 3:10 (1:10 on Fridays), will be signed in to daycare and charged appropriately. Students involved in extracurricular activities must be picked up promptly. Students remaining more than 10 minutes after the end of the activity will be signed in to daycare and charged appropriately. Daycare ends promptly at 6:00 p.m. daily. Any student remaining after 6:00 p.m. will be charged **\$1 per minute per child, no exceptions**. “After 6:00 pm fees” must be paid in cash at the time of pick-up.

Students must be “physically” signed out by a parent or other adult specified on the student’s DayCare Contract.

If there is any chance that your child/ren may use EDC sometime during the school year, a contract must be submitted at the beginning of the school year so that it may be on file in that eventuality and a \$15.00 per family registration fee must be paid. Without registration and a DayCare contract your child/children may not remain on campus unsupervised after 3:10pm (1:10pm Friday’s).



All students who are not regular daycare students and are still on campus at 3:10 must either be with their sport coach, if they are having practice that day, or they must sign in with the daycare staff. These are students who are normally picked up at 3:00, but their driver is late. The parent will be charged for this daycare service beginning at 3:15, if they have not yet arrived for pickup. This is intended for the occasional late pickup. If due to personal scheduling, a driver can never collect their children before 3:10, then those children should become part of the regular daycare population. These parents, like the parents of regular daycare students, are charged beginning at dismissal time.

On early dismissal days prior to the beginning of a holiday, such as Thanksgiving, Christmas and Easter, daycare **may not** be available {weekly newsletters or monthly calendar will advise}. DayCare **will not** be available the last day of school. (June's DayCare billing will be cut off and processed in the middle of the month so that fees the majority of the fees can be collected prior to the last day of school. The DayCare days following the billing cut off will be added to your September DayCare billing.)

Fees for daycare services are \$5.00 per hour for one child and \$6.50 per hour for two or more children. Fees will be billed monthly and are due and payable by the 10<sup>th</sup> of each month. A late fee of \$25 will be added to any account unpaid by the due date. Accounts more than 2 months past due may result in exclusion from daycare until the account has been paid in full or other payment arrangements have been made with the principal.

## **HEALTH AND SAFETY**

### **Emergency Cards**

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

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

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

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

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

### **Examinations and Inoculations**

A student, with the permission of the parent or guardian, may be subject to routine tests in school, including auditory, visual, and dental inspection and, upon referral by the principal, to a complete physical examination and/or other professional help.

A tuberculosis patch test and/or X-rays, immunization for prevention of diphtheria and smallpox vaccination may be given only with the explicit written permission of the parents.



### **Immunization**

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

All students entering kindergarten must present certification that is signed by their physician and dentist stating they have had a physical and dental examinations. Failure to provide the requested verification of immunization, dental and physical tests will prevent the child from being admitted to school.

Immunization is not required for admission if a parent or guardian presents a letter stating that such immunization is contrary to his or her beliefs, or presents a written statement from a physician to the effect that immunization is not considered safe or reasonably beneficial to the individual student.

### **Health Records**

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

### **Medical Appointments**

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

### **Health Room**

Students may never go to the health room during class time, recess, or lunch without proper authorization from the classroom teacher, principal or the adult on yard duty. Only simple first aid can be administered at school.

### **Medications**

To protect all children and to conform to the State Education Code, no student may bring any medication (prescription or non-prescription) to school. (This includes cough drops and throat lozenges.) **Only medication prescribed by a health care provider may be taken during school hours.**

The school will not furnish medications. All medications administered at school shall be provided by parents.

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



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

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

### **Communicable Diseases**

The school cooperates with the local health officer in measures necessary for the prevention and control of communicable diseases in school age children – Education Code, Section 49403(a).

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

### **Allergies**

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

### **Student Sexual Conduct and Pregnancy**

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

While psycho-sexual development is an important aspect of the transition to Catholic adulthood, Catholic moral teachings frame this process through age appropriate expressions of affection, friendship and love. Parents are expected to love and respect each other and their children and are to be the principal role models, examples and educators for their children of these teachings. Sexual activity that is unwelcome, that threatens an individual or involves any misconduct by a youth or an adult toward another person not only violates these moral teachings but also may be unlawful under state law. Misconduct, whether it occurs in the school, church, home or elsewhere, may be subject to mandatory reporting laws and can subject youth and adults to criminal sanctions. In certain circumstances, sexual conduct, even if it is apparently consensual must be reported and can have criminal implications if one of the participants is not yet 18.

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

In cases of pregnancy, the mother and father (if known) should be encouraged and assisted in obtaining professional medical care and professional counseling consistent with Catholic teachings, including



teachings on the immorality of abortion, relevant to the pregnancy and the future of both parents and the unborn child. The Department of Catholic Schools in the Archdiocese can assist in the process and serve as a resource for services and referrals.

### **Abortion**

The teaching of the Catholic Church is clear regarding the inviolable right to life of all human beings, the reverence and respect owed to each person including those conceived and not yet born, and the morally indefensible procurement of abortion.

Abortion, which disregards innocent human life, is incompatible with and contradictory to the fundamental teachings of the Church, the mission of the Catholic school, and the values that ought to permeate Catholic education.

Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion, or influence or coerce another person to have an abortion. Moreover, given the already existing network prenatal programs and pregnancy counseling available in the Archdiocese of Los Angeles, there is no acceptable reason why any student should be coerced into having an abortion.

Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be immediately dismissed from the school. Furthermore, if any student's parent/guardian coerces and/or assists in the procurement of an abortion for his or her daughter or any other student, that parent/guardian's son or daughter may also be dismissed.

In accord with this policy, each situation regarding abortion will be handled on an individual basis, applying the following procedural guidelines:

- If it becomes known to any member of the school community that a student is contemplating or planning an abortion, that member of the school community is to advise the student to contact the principal for the purpose of facilitating pregnancy counseling. All reasonable encouragement should be given to the student to save the life of her unborn child. In all circumstances, the mother of the unborn child is to be treated with compassion and respect.
- If the student proceeds with the abortion or if a student makes known that she has undergone an abortion, or that he or she has assisted in procuring an abortion, the administrator, teacher, or counselor to whom this fact is made known is to contact the principal immediately who will contact the Department of Catholic Schools for guidance in handling the situation.

### **Milk**

Milk can be purchased at school daily during lunch for a cost of 35 cents. Both white and chocolate lowfat milk in various quantities are available. Parents wishing to order milk daily may fill out an order form at the beginning of the year, along with pre-payment, and submit it to the office.

### **Lunch**

Nutrition has a significant impact on student performance and behavior. All students must bring a lunch to school or when applicable participate in the school lunch program.

**Soda Pop and Fast Food lunches are not allowed with the exception of deli lunches** (with water, juice or milk) **which can be purchased at Albertsons/Vons.** If you choose to bring your child's lunch and/or snack to school after classes have begun, please plan to drop it off in the school office **no later than 9:45 for snack and 11:30 for lunch.** DO NOT interrupt a class in session to deliver a snack or lunch and DO NOT stand outside to personally deliver your child's lunch. Adults, including parents, must sign in each and every time they are on campus, even for very brief visits.



### **Emergency Information**

An emergency sheet must be completed for each child at the opening of the school year. **If any changes of address or phone number occur during the school year, please notify the office immediately in writing.**

All school employees are regularly certified for CPR and First Aid. If a child collapses to the ground a staff member or teacher is called to immediately attend to the student, administering first aid as needed. If the injuries or condition of the student appears to be serious, 911 is called and the student's parents are notified.

In case of illness or accident, the school will contact the parent's home or work by telephone and follow the request of the parent. It is understood that enrollment at St. Bruno confers upon the school the obligation to select emergency care providers in the event we are unable to reach parents and that no liability would attach to such a decision in the event that the parents could not be reached.

### **Earthquake/Disaster Emergency Plan**

In the event of a serious earthquake or some other type of disaster during school hours, please do not telephone the school. Lines must be kept open for emergency use. School gates will be closed to keep all non-essential persons outside the school grounds. During the initial evacuation of the building, students will assemble with their appropriate class on the grass. All students will be under the care and supervision of school staff until they are picked-up.

According to State law, the student will be released only to a parent/guardian or other specifically designated person. Please be sure your child knows the person you have designated and such is on record at the school.

At the beginning of the school year an emergency phone tree will be formed and the Room Parents for each respective grade will receive phone lists for the children in their class. ***(Room parents should keep the phone lists with them at all times, so that the phone tree can be put into use from any location).*** The telephone tree is only to be used in the case of an **actual emergency**.

Briefly, instructions for parents are:

- ◆ Remain calm
- ◆ **Do not telephone the school**
- ◆ Tune in your radio to the emergency broadcast station
- ◆ When picking up your child/children, report to the adult in charge upon arrival at school in order to properly check out your child/children

If an emergency occurs outside school hours, please listen to your local radio station (AM KNX 1070) and TV news (Channel 9) for instructions on school closure. As a general rule, St. Bruno Catholic School will follow the same procedures as those designated for the public schools in the East Whittier School District.

### **Notification of Asbestos Management Plan Availability**

Pursuant to Title 40 CFR, Part 763, Subpart E (AHERA), the local education agency is required to inform you that

- ❖ A copy of this school's AHERA Management Plan is available for your inspection in the school office and the Archdiocese of Los Angeles.
- ❖ This Management Plan contains information regarding inspections, re-inspections and surveillance activities that are planned or in progress.

Should you wish to review the AHERA Management Plan, please contact the school office to arrange for the opportunity to do so. An application (Form ACC-1) will be sent to you to document your request. Application review and report preparation will require a maximum of five (5) working days.



### **Guidelines Related to Possession and Use of Alcohol and Controlled Substances**

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

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

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

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

### **Procedures in the Case of Suspected Possession or Use**

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

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



## C. 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.

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

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

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

### **Counseling Policy**

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

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

- Provide advice regarding academic subjects and student progress in school
- Give limited guidance to students who present with non-academic personal issues or situations
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities
- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent or guardian's expense
- In cases of actual or suspected child abuse or neglect or abuse of vulnerable adults, the Archdiocesan Victims' Assistance Ministry is available as a resource. The Victims' Assistance Ministry provides outreach and guidance to those suffering from abuse; sponsors a faith-based trauma recovery program; and assists in informing parish, school, archdiocesan and governmental authorities of the allegations of abuse or neglect. Referral to the Victim's Assistance Ministry is not a substitute for mandated reporting of suspected abuse. Such a report must be made in accordance with Archdiocesan policy.

### **Religious Curriculum**

Since St. Bruno School is a Catholic school, the greatest emphasis is to be placed on providing religious education for all students. Toward this end, we ask God to bless our work, and as a school community, we recognize the importance of both formal and informal prayer. All students are expected to know the formal prayers presented by their classroom teachers. We meet as a school daily to pray together at assembly.

St. Bruno Catholic School offers a comprehensive religious education program, which integrates religious truths, as well as Catholic traditions and values into every subject area.



The course of study for primary grades is designed to provide a basic introduction to God, the Gospel Good News, our Church, our sacramental life, and Christian practice. In second grade, emphasis is placed upon the preparation of the students for the reception of the sacraments of Reconciliation and Holy Eucharist.

The intermediate grades focus on four major concepts: Church and sacraments, Morality, Prayer, and Sacred Scripture. The middle school grades include these topics as well as an in-depth study of Salvation History, the life of Christ, and the history of the Church.

Peace and justice issues are integrated into every subject area and grade level. Christian Service is taught and practiced at all grade levels. Grades 6 & 7 are required to complete and document Christian service projects as part of their religion requirement. Numerous opportunities exist within the school, parish, and larger community, and teachers will apprise students of activities on a regular basis.

Our students have the opportunity to participate in a dynamic youth retreat program designed to meet their age-appropriate spiritual needs. Our students also have the opportunity to participate in mass regularly as a student body. We provide learning experiences related to mass, but we depend on parents, as the primary educators, to put these experiences into practice by enabling their children to attend Sunday mass and receive the sacraments frequently.

### **Presence at Weekly Liturgy by Families**

As a Catholic school, we recognize that there is no greater opportunity for parent-directed religious education than presence in Saturday evening/Sunday liturgy. As a parish school it is understood that a family's weekly attendance at parish liturgy provides a tremendous opportunity for community building in a Christ-centered environment. It is therefore essential to our mission as Catholic educators, in partnership with parents for the Catholic education of our children, that families attend Liturgy on a regular basis. As the primary religious educators of their children, parents are encouraged to consistently follow through on this most serious obligation.

### **Presence at Weekly Mass at School**

Sincere religious education is an integral part of a child's growth. Students in grades one through eight attend liturgy one day a week. Kindergarten students are included gradually as the year progresses and students grow in their maturity. All students participate in either a monthly First Friday Mass or a Prayer Service celebrating the feast of the season.

### **Curriculum**

In order to provide our students with the best possible quality Catholic education, St. Bruno Catholic School strives to meet all curriculum standards at the State and Archdiocesan levels. This is done through the annual review and adoption of current textbooks, as well as academic standards at each grade level. The assessment of each child is taken seriously and plotted against the stated standards for each grade level. Promotion of students to the next grade level is contingent upon the successful completion of the current academic grade level standards. The curriculum academic standards for our school, as well as the State Frameworks and Standards for each grade level are available for review in each classroom, in the office, and on the school website.

### **Graduation Requirements**

A diploma will be issued to those students who have satisfactorily completed the course of study for students attending St. Bruno Catholic School as prescribed by the Archdiocese of Los Angeles. A student must receive a "D average" or higher in all academic subjects to qualify to receive a diploma. The principal reserves the right to refuse the awarding of a diploma for reasons involving poor academic achievement or unacceptable conduct.



**Academic Integrity**

Academic dishonesty (e.g. cheating, plagiarism, copying other students’ work, etc.) is considered a very serious offense. Plagiarism is using the ideas or phrasing belonging to someone else and using those ideas or phrasing as your own, either on purpose or through carelessness. “Ideas and phrasing” includes: written or spoken material (ranging from entire papers and paragraphs to sentences or key phrases), statistics, results of studies, art work, etc. “Someone else” refers to: a professional source such as an author in a book, magazine, encyclopedia, newspaper, or journal, an electronic source such as the Internet, another student (from our school or another school), or a paper writing service (online or otherwise). In the case of a suspected violation of this policy, parents will be notified and a conference may be required. Any and all students involved in the incident will receive an automatic “0” for the assignment and will be unable to make up this grade. The student will be required to complete the assignment (so that he/she learns the material) but will receive no credit for it. Depending on the gravity of the situation, at the teacher’s discretion in consultation with the principal, further disciplinary action may be taken.

**The Saint Bruno Honor Code**

*“I will tell the truth. I will do my own work, without illicit assistance. I will work to encourage honesty.”*

The following honor pledge (signed each year by faculty, students and parents):

*I value my character and our community of trust and I choose to uphold the Honor Code of St. Bruno School.*

- † On tests, quizzes, papers and assignments, students maybe asked to write the following Honor Code Statement: *On my honor, I have neither given nor received illicit aid on this (exam, quiz, test, paper, assignment, etc.).*
- † Students also may be asked to write the following statement: *To the best of my knowledge students in this class have abided by the St. Bruno School Honor Code while taking this (exam, test, etc.)*

**Grading Policy**

In so far as possible, the administration and staff of St. Bruno Catholic School are seeking to measure total student performance: in class work, homework, evaluative testing performance, class participation, and where appropriate, work on special projects. Written grades will be given so as to keep students and parents aware of performance.

Students in **1<sup>st</sup> through 3<sup>rd</sup> Grade** are graded as follows:

<i>O = Outstanding</i>	O	93% –100% superior	S	75% – 79% average
<i>G = Good</i>	G+	90% -- 92% above average	S-	70% – 74% lower average
<i>S = Satisfactory</i>	G	87% -- 89% above average	NI	65% – 69% below average
<i>NI = Needs Improvement</i>	G-	85% -- 86% above average	P	64% or below is unsatisfactory
<i>P = Poor</i>	S+	80% -- 84% upper average		

Students in **4<sup>th</sup> through 8<sup>th</sup> Grade** are graded on a percentage scale, as prescribed by the Archdiocese of Los Angeles. The percentage grades correlate to letter grades in the following way:

A	93% –100% superior	C	75% – 79% average
B+	90% -- 92% above average	C-	70% – 74% lower average
B	87% -- 89% above average	D	65% – 69% below average
B-	85% -- 86% above average	F	64% or below is unsatisfactory
C+	80% -- 84% upper average		

A student with an F average in grades four through eight or with a NI average in first through third in two major subjects may be detained, required to get tutorial help, or asked to withdraw from St. Bruno Catholic School.



Effort is the key to a student's academic success. Good communication between home and school is also vital. Any matter involving a student's work or behavior must be taken up with the teacher first, and following this, if necessary, with the teacher and principal.

### **Report Cards**

Report cards are issued four times a year in grades one through eight and for Kindergarten twice a year.

### **Parent-Teacher Conferences:**

Scheduled conferences are held in November following the end of the first quarter. In addition to these once a year scheduled conferences, other parent/teacher meetings are recommended when either of the parties recognizes a legitimate need.

### **Extended Absence**

Absence of fifteen or more days during a quarter will result in the withholding of grades until the work is made up to the satisfaction of the teacher and principal. If a student does not complete the assigned work due to absence or other reasons, the term "incomplete" will be entered on the report card.

It is in the student's best interest and for the continuity of instruction that the student misses school as little as possible. Therefore, planned absences due to factors other than illness are highly discouraged and will impact student achievement and performance. Teachers are not obligated to provide assignments for the student prior to a scheduled absence to be completed while away. Schoolwork must be made up on the student's return to classes. If the student is absent due to illness, the parent may request the homework by calling the school office before 10:00 a.m. All teachers will comply with the request, and the homework may be picked up in the office or at day care after 3:00 p.m.

### **Progress Reports / Grade Checks**

Progress reports are sent home at mid-quarter. These reports are deficiency notices alerting the parent and student that in that particular subject area the student's average is C- or below and that they have the opportunity to improve this average prior to the end of the quarter. It is the student's responsibility to ask the teacher which assignments might be missing or incomplete and then to turn these in by the agreed upon date.

### **Promotion**

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

### **Academic Probation**

Students not meeting the expected academic standards and achieving below grade level expectations as reflected by grades of D or below in academic subject areas may, at the discretion of the principal, in consultation with the teacher, result in the student being placed on academic probation. **While on probation, students may not participate in any extracurricular activities at school.** Probationary students will be evaluated each academic marking period for progress. Students who have shown improvement to at least an "average" level of achievement may be released from probationary status. Students who do not show improvement while on probation may be referred for further academic testing



and evaluation so that they may be referred to an appropriate placement program that would best suit their academic needs.

### **Homework Policy**

Homework is assigned to reinforce material already taught, prepare a student for an upcoming lesson, and/or foster habits of independent study. It is assigned on a daily basis on days in which school is in session, and may include written work, reading, memorization, studying for tests, and occasionally work on a project. Time for long-range assignments should be carefully planned so as to avoid last minute rushed efforts. The student agenda book is a practical tool for learning to manage time and to foster student responsibility for assignments. The time allotments which follow are structured for the average student and are a per day average over the course of a week:

- K – 2: Not to exceed one-half hour; forty-five minutes by grade two,
- 3 – 5: Not to exceed one hour,
- 6 – 8: Not to exceed two hours

All parents are urged to take an active interest in their child's/children's homework. It is the responsibility of the student to see to it that assignments are written down properly and completed on time. The Student Agenda Book must be used for writing assignments. A written excuse from a parent may be accepted if illness or a serious family situation prevents a student from doing his or her homework (this is to be the exception, not abused). The student will, however, be expected to make up incomplete work within a reasonable amount of time.

If you feel that your child is having difficulty in completing homework assignments, it is wise to confer with your child's teacher.

A student will benefit if parents help foster systematic study habits in their children. Please consider the following for your student's homework:

- Adequate study space and lighting
- Proper environment free from distractions
- A definite place and time for daily independent study

If your child often says she/he does not have homework, it would be wise to contact the teacher.

In order to foster responsibility in the students, we ask the parents to help us enforce the rule that no classroom will be opened for students/parents after school hours in order to gather forgotten items, books, etc. by not returning with student after school hours and asking Daycare personnel.

***\*On monthly, established "no homework" night's students will not be given written assignments, however, it will still be the student's responsibility to study/prepare for upcoming scheduled tests.***

### **Awards**

At St. Bruno Catholic School, we like to recognize our students for the many talents they possess.

In addition to awards for academic excellence and athletic ability, students also have the opportunity to be recognized for citizenship, manners, and creativity.

The "A-OK Award (Acts of Kindness)" is presented monthly to students who have been nominated by someone in the school community for their demonstration of Christian kindness.

The "Proud of the Pride" Award is presented monthly to the class that has demonstrated the most exemplary behavior and citizenship. The class that receives this award will have unselfishly served the school in some special way, or demonstrated outstanding leadership and gospel values.



“The Golden Tiger Award” is presented at the conclusion of each quarter. Students in grades 3-8 who have not received a demerit, infraction, or tardy slip throughout the entire quarter will be honored. (Students in grades K-2 who have performed in a commensurate manner will also be eligible for this award.) At the end of each year, students who received the Golden Tiger Award at each of the four quarters will be given special recognition.

“The Tiger Tales Award” will be presented to students in grades 6-8 who have shown creativity in the area of writing. Middle school students will have the opportunity to compete in this creative writing contest several times throughout the year, and an overall winner for each grade will be chosen. The stories written by winning students may be published in the school newsletter, or in a supplemental literary magazine.

We encourage each student to work to his or her individual potential, and share with others the talents and blessings that God has given each.

### **Academic Honor Roll**

The Honor Roll is computed quarterly for grades four through eight. It is an opportunity for students to receive honorable recognition for consistent and sustained effort, and an important means of assisting students to work to their potential. The seven subjects upon which the average is based are: Religion, Math, Science, Reading, English, Spelling and Social Studies.

In order to achieve **Principal’s Gold**, a student must have straight A’s in all subjects, and an O in Work Habits and Behavior.

In order to achieve **Honor Roll Gold**, a student must have a 3.5 grade point average in the subjects listed. (A=4, B+=3.5, b=3, B-=2.75, C+=2.5, C=2, C-=1.5, D=1, F=0) and a G or above in Work Habits and Behavior. C-, Ds and Fs on the report card disqualify student from receiving honor roll.

In order to achieve **Honor Roll Silver**, a student must have a 3.0 grade point average in the subjects listed. (A=4, B+=3.5, b=3, B-=2.75, C+=2.5, C=2, C-=1.5, D=1, F=0) and a G or above in Work Habits and Behavior. Ds and Fs on the report card disqualify student from receiving honor roll.

Students in grades Kindergarten through third will be recognized for their achievements throughout the quarter in their respective classes.

### **Academic Standardized Testing**

In addition to teacher-made tests, which are part of schoolwork and the standard curriculum, the Iowa Test of Basic Skills (ITBS) is administered throughout the Archdiocese to students in grades two through eight. These tests are administered in October with results usually available sometime in late November. These tests are only one means of measuring student achievement.

It is important that the student is present each day that the tests are administered, since make-up tests are difficult to complete due to time constraints on the schedule mandated by the Archdiocese.

Fifth and eighth grade students must also take the ACRE test. This is the Assessment of Catholic Religious Education and is administered in January.

### **Controversial Issues**

Those topics or issues of a religious, moral, social-political or scientific nature concerning which there are definite but differing opinions among recognized theologians, moralists, social scientists, and scientists are considered to be controversial.

With regard to controversial issues, the teacher is responsible to:

- Keep the principal fully informed of the treatment of controversial issues and of any parental reaction to the handling of such issues.



- Handle controversial issues in a manner suited to the range of knowledge, maturity and competence of the students.
- Deal with conflict issues as impartially and as objectively as possible.
- Clearly and positively represent the teachings of the Catholic Church at all times.

With regard to controversial issues, the principal is responsible to:

- Provide that the most competent instruction possible be given in an atmosphere of freedom and mutual respect.
- Emphasize that significant issues are studied at the maturity and understanding level of the learners and set guidelines for the evaluation and selection of resource materials and of guest speakers.
- Pre-approve teachers' lesson plans on issues of a controversial nature, and/or sit in on the lesson.

## **Co-Curricular Activities**

### **Purpose**

Extracurricular activities, including the interscholastic CYO sports program, are offered to all students of St. Bruno Catholic School. The extracurricular activities supplement the formal instruction of the students and provide them with an opportunity to grow in leadership, sportsmanship, and self-discipline as they discover and develop their gifts and talents. All of the extracurricular activities seek to develop a sense of social responsibility, decision-making skills, commitment to community, as well as life skills and Christian attitudes.

### **Extracurricular Activities Offered**

- **After School Sports:** Boys and girls from grades five through eight may try out for after school sports (grades five and six—B program; grades seven and eight—A program). Our students may participate in the following sports:
  - Boys: football, basketball, volleyball
  - Girls: volleyball, basketball, softball
  - Boys & Girls in grades 3-8 may participate in cross country and track & field if coaches are available.

Coaches work with the students to prepare them to participate in these sports. Our entire program is Catholic Youth Organization (CYO) certified. Sportsmanship and learning of skills is stressed in our athletic program. Students who fail to live up to the standards of good sportsmanship or who bring embarrassment to the school because of their behavior will be promptly removed from their team. Likewise, parents of athletes who bring embarrassment to the school because of their behavior will risk removal of their child from teams.

- **Student Council:** Students in grades five through seven who meet the eligibility requirements may apply to run for an office. Students in grade three through seven vote for their choice of council members for the coming school year during the May elections.
- **Academic Decathlon:** Students in grades 6 – 8 who meet the extracurricular activities requirements may practice for the Academic Decathlon. The Decathlon for Catholic Schools is held annually on a Saturday in March. The competition includes two team events and eight individual events. A team of ten students representing the school is chosen from among those who practice for the competition. The Academic Decathlon team participation is contingent upon the provision of a moderator and coaches.



- **School Choir:** Eligible students in grades 4 – 8 may try out for choir with a teacher recommendation. Choir practice takes place during the normal school day for a period of approximately 45 minutes a week. Students in choir must diligently make up all schoolwork missed when they are at choir. Failure to do so may result in removal from choir. Students who are on academic probation or who display inappropriate behavior in class or at choir practice will not attend choir practices held during class time.
- **Yearbook:** Eligible students in grades seven and eight may participate in assembling the school yearbook.

### **Academic Eligibility**

Because we believe in the primary importance of students achieving and maintaining academic excellence, students who wish to be members of an extra-curricular activity conducted under school sponsorship must maintain a grade of C- or higher in all academic subjects and a Conduct and Work Habits grade of C/S or higher. The inability to maintain these minimum standards will result in disqualification (ineligibility) for all extra-curricular activities. Our intent is to assist students who are struggling by providing them with additional study time to focus on their academic grades. If a student possesses an IEP or Contract because of a diagnosed learning disability, the student will be held to the academic standards of those agreements, and must maintain both a Conduct and Work Habits grade of C or higher. Our primary concern must always be for the overall, long-term welfare of the student.

### **For students in grades four through eight**

With regard to eligibility for extracurricular activities: if a student has a D or below at Progress Report time, he/she becomes ineligible to participate in extracurricular activities until the issuance of the next Report Card indicates sufficient improvement. Likewise, if a student has a D or below on the Report Card (C- or below for Work Habits or Behavior) he/she will become ineligible to participate in extracurricular activities until the issuance of a Progress Report that indicates sufficient improvement. **While on probation students may not participate in extra-curricular practices, games, meetings, or other activities.** All students will begin each school year with a “clean slate,” and will be eligible to participate in extracurricular activities until at least mid-term.

### **For students in grade 1 through grade 3**

Students in the lower grades have some opportunities for extra-curricular activity involvement as well. Though they do not receive letter grades, we expect them to always do their best. With regard to eligibility for extracurricular activities: if a student has more than one NI in the academic subject areas and an NI in Work Habits or Conduct at Progress Report time he/she becomes ineligible to participate in extracurricular activities until the issuance of a Report Card that indicates sufficient improvement. Likewise, if a student has more than one NI in the academic subject areas and an NI in Work Habits or Conduct at Report Card time, he/she becomes ineligible to participate in extracurricular activities until the issuance of the next Progress Report that indicates sufficient improvement. **While on probation students may not participate in extra-curricular practices, games, meetings, or other activities.** At the end of the quarter, student grades must meet the above standards in order to be eligible for extracurricular activities. All students will begin each school year with a “clean slate” and will be eligible to participate in extracurricular activities until at least mid-term.

**A student must be in school the day of an event in order to participate in either practice or a game. A student must be in school on Friday in order to participate in a weekend (Saturday or Sunday) activity. If a student is scheduled for a detention but misses the detention to attend a practice or play in a game, he or she will be suspended from the team for a period of four (4) weeks.**



*Students who have been assigned an afternoon detention on a particular day will not be allowed to participate in a sporting event or practice on that day.*  
*All students who are suspended for any reason will be denied extra-curricular privileges for a period of 10 weeks following the suspension*

Students who knowingly and willfully choose to violate these rules or who choose to ignore the terms of their probation will be suspended from all extracurricular activities for a period of time to be determined by the principal based on the severity and circumstances of the violation.

The principal remains the final authority with regard to any eligibility dispute.

### **Coaches**

Coaches are selected from volunteers in the parent and faculty community. Coaches must be approved by the Athletic Director and the principal and must agree to abide by the guidelines and Code of Christian Conduct. Any and all communication from coaches must be pre-approved by the principal prior to disbursement.

### **Extra Curricular Fees and Accounting**

A \$50 per student Athletic Fee is charged at the beginning of each season to help defray the cost of referees, uniforms, awards, coaching stipends, and other athletic expenses. The fee must be paid to the Athletic Director prior to the dispensing of uniforms. If the student drops from or is removed from the team for any reason this fee is non-refundable. The coach is responsible to submit an accurate roster to the principal at the beginning of the season.

### **Practic Schedules/Games**

The use of St. Bruno School courts or fields must be reserved in advance through the parish center. Practices/games may be scheduled on Mondays, Tuesdays, Wednesday (prior to 4:30pm only), Fridays, and Saturdays. **There will be no practices or games scheduled for Thursdays under any circumstances.**

All practices will be supervised by card-carrying CYO approved coaches only.

Coaches will have a first aid kit available for use at every practice and/or game.

If practice or game schedules change, it is the responsibility of the coaches to notify parents.

### **Communication and Conflict Resolution**

Any questions or conflicts regarding athletic activities or guidelines in this document should be addressed to the Athletic Director. If the Athletic Director is not able to address the problem to the satisfaction of the parties involved, a conference may be requested with the principal.

### **Annual Awards**

Awards are an integral part of the celebration of extracurricular activities. There will be an athletic awards assembly in May of each year. "A" & "B" team members and their families will be invited to celebrate athletic achievements and share a dessert. Coaches will recommend student athletes for awards, and awards will be given out by the Athletic Director and the principal. It is the school's intention to celebrate the students and their accomplishments, giving each participant their moment to "shine" in their accomplishments.

In addition to individual awards (3 per team) given to team members by the coaches, the school awards trophies to the boy and girl Athlete of the Year and plaques to the boy and girl Scholar Athlete. (These awards will be presented at the Graduation Brunch.)



The Athlete of the year must have played 3 sports during 8<sup>th</sup> grade year and at least 1 sport during their 6<sup>th</sup> and 7<sup>th</sup> grade years. The Athlete of the Year should represent outstanding athletic achievement and excellent sportsmanship as demonstrated by conduct both on and off the field. The final selection of the Athlete of the year is made by the principal in consultation with the Athletic Director, faculty, and pastor, from the list of nominations made by the coaches.

The Scholar Athlete must have played more than one sport during 8<sup>th</sup> grade year and at least one sport during their 6<sup>th</sup> and 7<sup>th</sup> grade years. The Scholar Athlete is selected based on athletic achievements, academic accomplishments (minimum 3.0 GPA), citizenship, leadership, and sportsmanship. The final selection of the Scholar Athlete is made by the principal in consultation with the Athletic Director, faculty, and pastor. If no student meets all the requirements, the Scholar Athlete award will not be given.

## **FIELD TRIPS**

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.
- All Archdiocesan policies on safe environment must be followed, including background checks for vendors providing the trips, as applicable.
- Transportation may be by personal car, school or chartered bus or van, boat, or air plane.
- School employees, including teachers and coaches, shall not drive students to or from athletic and co-curricular trips or events.
- Parent/guardian volunteers driving students in their own cars must be at least 25 years of age, have a clean driving record for the past three years, a valid Class C driver's license and current, valid California automobile insurance with limits of at least \$100,000/300,000. Each vehicle must have individual seat belts for each student. A copy of the parent/guardian's driver's license and insurance declaration page must be kept on file at the school. Please see Chapter 4 and Form D.1.20 of the Archdiocese of Los Angeles Injury, Illness and Loss Prevention Program for more information.
- All contracts with bus companies or other transportation vendors must be submitted to the Archdiocesan Legal Department for review prior to signature.

### **Field Trip Policy**

Field Trips may be taken at the discretion of the classroom teacher with the consent and approval of the principal. All field trips must have a stated educational purpose and objectives. Field trips are a privilege and students may be denied participation in these trips if they fail to meet behavioral or academic requirements.



A signed valid permission slip form **must** accompany each child before they are allowed to participate in a field trip. Telephone calls will **not** be accepted in lieu of the proper form. Parents will be responsible for paying for each field trip prior to the scheduled date. If parents are transporting students in cars, parent must present a valid driver's license and proof of insurance for photo-copying at the front office before leaving on field trip. Private vehicles may be used only if the ending location is within five (5) miles of the school.

*(Field Trip Permission Forms and Sports Activity Forms are made available as needed. This form is for your information only)*

**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: \_\_\_\_\_

### SUMMER PROGRAMS

The principal is responsible for the over-all 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

### Classroom Parties:

Classroom parties are organized by the Room Captain and room parents following the directives of the teachers. Class parties will be held to celebrate Halloween/All Saints Day, Christmas, Valentine’s Day, and the end of the school year. Halloween and Valentine’s parties will take place during morning recess. Christmas and end of year parties will take place during the lunch period. Preparations for recess parties may not begin until 9:30am and for lunch parties after 10:40am.

Parents may wish to bring a treat/snack to school to help celebrate their child’s birthday with the class. This is allowed at the discretion of the teacher. Snacks/treats will be passed out with the permission of the teacher by student at recess or lunch. ***Birthdays will NOT be celebrated during class time.*** If items are brought to school, please ensure that there is enough for every child in the class. Celebration beyond a treat (e.g. lunch, pizza, decorations, balloons, etc.) is not appropriate.

Please use discretion in having parties for your child at home. Be extremely sensitive to the feelings of students who are not invited. Exclusion can be a very traumatic experience for children. Invitations



may not be distributed at school (in the classrooms or the parking lot) unless every child in the class – or all boys/girls in the class are invited.

**Mixed Parties**

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

The only exception to this regulation is a school-sponsored party having the approval of the pastor, the principal, and the parents, with supervision by school personnel.

St. Bruno Catholic School does not encourage nor take responsibility for any party which parents may see fit to hold in their home, involving students from St. Bruno Catholic School.

**Research Projects and Rights of Parents**

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

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

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

**ELECTRONIC COMMUNICATIONS POLICY**

**ACCEPTABLE USE AND RESPONSIBILITY POLICY FOR ELECTRONIC COMMUNICATIONS [“ARCHDIOCESAN AUP”]**

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

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

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



the confidentiality and nondisclosure of proprietary, confidential and privileged data, as well as personally identifiable information.

### **Definitions**

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

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

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

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

All electronic communications systems, devices and materials in the schools, parishes, the seminary, cemeteries, archdiocesan departments or offices, or other archdiocesan operating units (the “Premises”).

- a. All electronic communications devices and materials taken from the Premises for use at home or on the road.
- b. All personal devices and materials brought from home and used on the Premises during regular business hours.
- c. 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
- d. All users of electronic communications systems, devices and materials, including, but not limited to, volunteers, clergy and religious, students, employees, staff or contractors associated with the Archdiocese and/or the Location.

### **Ownership and Control of Communications**

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

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

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

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

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



without its creator's knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.

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

### **Prohibited Practices**

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

- a. Violate any federal, state or local laws or regulations.
- b. Violate any rules of conduct, codes of ethics, safe environment or any educational policies, including but not limited to those that apply to communications or the use of information.



- c. Post or cause to be distributed any personally identifying information about the user or others without permission or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities. Personal identifying information includes, but is not limited to, names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLs) of social networking sites or blogs.
- d. Post or distribute any communications, video, music or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
- e. Engage in improper fraternizing or socializing between adults and minors.
- f. Engage in pirating or unauthorized copying, acquisition or distribution of copyrighted materials, music, video or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
- g. Post or send chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages).
- h. Record any telephone, video, or other conversation or communication without the express permission of the other participants to the conversation or communication, except where allowed by law.
- i. Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless required by the duties of the job or assignment.
- j. Upload, download, view or otherwise receive or transmit copyrighted, trademarked, patented, indecent or pornographic material, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. See *Archdiocese of Los Angeles Copyright and Video Screening Policy*.
- k. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files or alter or forward email messages in a manner that misrepresents the original message or a message chain.
- l. Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- m. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible adult.
- n. Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.
- o. Bypass (via proxy servers or other means), defeat or otherwise render inoperative any network security systems, firewalls or content filters.
- p. Allow any minor to access the Internet on Archdiocese or Location communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- q. Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would violate FCC rules or policies.
- r. Access or manipulate services, networks or hardware without express authority.



### **Consequences of Violations of Electronic Communications Policy**

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

### **Technology Program**

St. Bruno Catholic School has actively pursued making advanced technology and increased access to learning opportunities available to our students and staff. St. Bruno Elementary School is very pleased to continue offering students and staff access to the Internet using our high-speed DSL lines. Students may access the vast resources of the SBS network and World Wide Web from any computer on campus. Our goal in providing this service is to promote educational excellence through the use of this unique tool.

The Internet is a global network of interconnected computers that will provide your child with access to a wide range of information from throughout the world. Your child will also be able to communicate with people from throughout the world. Use of the Internet for educational projects will assist in preparing your child for success in life and work in the 21st Century. We believe this computer technology will help propel today's schools into the Information Age by providing life-long learning tools, by allowing global communications and information sharing, by providing access to unique resources, and by opening opportunities for collaborative work. To become eligible as a user, the use of your child's account must be in support of and consistent with the educational objectives of the school.

While we endeavor to provide effective supervision and monitoring of computer use, please be aware that it is possible that your child may find material on the Internet that you would consider objectionable. The school restricts access to material that is inappropriate in the school environment. We have installed filtering software to limit access to inappropriate material.

However, the software is not entirely effective in blocking access, and we cannot guarantee that your child will not gain access to inappropriate material. We would like to encourage you to use this as an opportunity to have a discussion with your child about your family values and your expectation about how these values should guide your child's activities while they are on the Internet.

Our Appropriate Use Policy includes a three-pronged approach to protecting our students. First, students using computers are always under the direct supervision of the classroom teacher or the computer teacher. Second, the student agrees to follow the guidelines stipulated below and act responsibly while using the computers. And finally, St. Bruno School utilizes an Internet filter recommended by the Archdiocese of Los Angeles, which only allows student access to approved web sites.

Despite this possibility of negative content access, we still believe that the tremendous educational benefits of the Internet exceed any disadvantages, especially when the school and home work in supportive partnership. But ultimately, parents and guardians of minors are the ones responsible for setting and conveying the standards that their children should follow when using media and information sources. We are confident that you will support our policies and will extend these in your homes.

As a user of St. Bruno Catholic School computer network, students agree to use our computer network in a responsible manner by honoring all relevant laws, restrictions, and school rules. Signature of the *Parent Student Handbook Agreement* indicates that students will follow the guidelines and policies listed below:



### **General Guidelines:**

- All school technology systems, all information stored on them, and all work performed on them, are governed by these school policies and are subject to school supervision and inspection.
- The school reserves the right to monitor, access, retrieve, read, and disclose all messages, information and files created, sent, received, or stored on its systems (including connections made and sites visited) to law enforcement officials or others, without prior notice.
- Students may only use the system at school under the direct supervision of a staff member.
- Where pertinent and approved, students may create e-mail messages on school computers. However, caution must be exercised in doing so because the contents of e-mail cannot be considered private or confidential. Even when a message has been deleted, it may still exist on a back-up system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge.
- Any files downloaded from the Internet and any computer disks received from non-school sources must be scanned with virus detection software. Immediately report any viruses, tampering, or other system breaches to the principal.
- If approved by the principal, students may create personal web pages on the school's computer system. All materials placed on the web page must be pre-approved in a manner specified by the school. Materials placed on the web page must relate to school.
- Students and parents will promptly inform the teacher or other school personnel of any message received that is inappropriate or makes them feel uncomfortable.
- The school will not be responsible for continually supervising or monitoring every communication and Internet session for every student.

### **Students using our computers and/or related systems may not:**

- Violate any school conduct or educational rules.
- Post personal contact information about self or others without specific teacher oversight. Personal contact information includes name, screen name, address, telephone, school address, parent/s name/s, work address, etc.
- Agree to meet with someone they have met online without their parent's approval and the presence of a parent at any meeting.
- Use obscene, defamatory, disruptive or threatening language.
- Harass, insult or attack others.
- Send comments or images that would offend someone or an organization on the basis of race, creed, gender, national origin, sexual orientation, political beliefs, or physical handicap.
- Upload or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information. Regarding copyrighted materials, certain exceptions are given for educational purposes and if there is any doubt, students must consult with their teachers.
- Engage in any other illegal act, such as the pirating or unauthorized distribution (such as "podcasting") of copyrighted materials, music or film, or arranging for the purchase or sale of any drugs, alcohol, or regulated goods.
- Employ the network for commercial and/or or political lobbying purposes.
- Access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards others.
- Damage, alter, disrupt or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on other's folders, work or files.
- Enable unauthorized persons to access or use the school's computer systems or jeopardize the security of the school's electronic communications systems.



- Alter, without authorization, the startup screen or the desktop, or download applications that will subvert these functions.
- Introduce a virus, attempt to breach system security or tamper with the school's computer system.
- Re-post a message that was sent privately without permission of the person who sent the message.
- Download large files unless absolutely necessary. If necessary, students will download the file at a time when the system is not being heavily used.
- Post chain letters or engage in "spamming" (sending an annoying or unnecessary message to a large number of people).
- Students may not use school facilities or equipment to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission or that would violate FCC rules or policies.
- Use computer systems for the design, development, distribution or storage of any works of programming or software unless explicitly permitted by the school staff.

### **Guidelines for Use of Computers or Personal Electronic Communication Devices:**

**We expect our parents to be equal stakeholders in the implementation of our computer and technology system policies by monitoring their child's Internet access and electronic use outside of school in a manner supportive of the school's policies. Inappropriate electronic communications among students outside of school or in school using personal electronic devices, may subject the student to disciplinary action.**

#### **Students may not:**

- Threaten the safety or reputation of the school, its staff or students.
- Post personal contact information about other school personnel, teachers, or students. Personal contact information includes name, screen name, address, telephone, school address, parent/s name/s, work address, photos, email addresses, cell phone numbers, etc.
- Use obscene, defamatory, disruptive language toward or about any school personnel, teachers or students.
- Harass, insult, defame, bully, attack or invade the privacy of any school personnel, teachers, or students.
- Send comments, text or images to school personnel, teachers, or students that would be considered offensive on the basis of race, creed, gender, national origin, sexual orientation, political beliefs, or physical handicap.
- Damage, alter, disrupt or gain unauthorized access to school computers or school systems; e.g. use others' passwords, trespass on other's folders, work or files.
- Enable unauthorized persons to access or use the school's computer systems or jeopardize the security of the school's electronic communications systems.

### **Consequences for violating any of the above policies:**

- Suspension or permanent loss of access.
- Disciplinary action, including but not limited to suspension and even expulsion, depending on the gravity of the offense, at the principal's discretion.
- Involvement of law enforcement agencies.

#### **Parent Conduct**

- Parents and students are expected to follow the appropriate chain of communication (contact school personnel first; if issue is not resolved, then contact the principal, pastor, and the Archdiocese) in communicating problems or issues with the school.
- Posting inappropriate comments about the school, its personnel or students, on the web and via emails does not constitute following the appropriate chain of communication.



- The school reserves the right to ask parents to withdraw their children in such cases where parents fail to abide by these policies.

**Limited Liability:**

The school makes no guarantee that the functions or the services provided by or through the school’s computer system will be error-free or without defect. The school will not be responsible for any damage users may suffer, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on the system. The use of any information obtained via this service is at the user’s own risk. The school will not be responsible for financial obligations arising through the unauthorized use of the system.

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

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

I understand that from time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible server password protected for the St. Bruno Catholic School Community only. This site is a private site and use of the site is strictly regulated by the school and is for school family use only. Student projects, photographs, and other work posted on the school site will not include the student’s name. By my signature on the *Parent Student Handbook Agreement*, I waive, release, and forever discharge any and all claims, demands or causes of action against the school and its faculty, staff, employees, agents, contractors and any other person, organization or entity assisting them in connection with the posting of information on the web site. I further understand and agree that this authorization remains in effect until such time as it is withdrawn in writing. I understand that if I change my mind relating to this authorization, that I will submit another authorization form to the school.

*(Also see form on page 21/22 – This form is available in School Office)*

## D. TUITION AND FEES

### Tuition

The annual tuition figure is divided into eleven (11) payments, payable monthly from July to May through FACTS Management, Inc. Each payment will be deducted on either the 5<sup>th</sup> or the 20<sup>th</sup> as selected by the family. Insufficient funds in the account will be subject to a \$25.00 fee by FACTS Management, Inc. Tuition can also be paid in full by June 30th. **FACTS authorization forms and/or annual tuition payments which are submitted late will be subject to a \$100 penalty.**

### **2011-2012 Monthly Tuition payment schedule**

<b><u>MONTHLY TUITION</u></b>	<b>1 Child</b>	<b>2 Children</b>	<b>3 Children</b>	<b>4 Children</b>	<b>5 Children</b>
<b>Registered at St. Bruno Church</b>	\$350	\$655	\$871	\$948	\$1026
<b>NOT Registered at St. Bruno Church</b>	\$394	\$788	\$1182	\$1576	\$1970

*Please note that to receive “in-parish” tuition you must be an “active, contributing and participating member of St. Bruno Church and have your correct parish envelope number on file with the school.*



*The School Roster is sent to Fr. Michael in September & January for status and verification.*

**Fees** (Any fees paid by check must be made payable to St. Bruno School)

- Athletic/Extra Curricular Activity Fee - \$50 per sport/activity  
- Payment must be given to Athletic Director prior to the dispensing of uniforms.
- Social Fee \$15 per student covers all class parties. (Halloween and Valentine’s parties will consist of a cupcake and drink at recess. Christmas and end of year parties will include a lunch meal.)  
- Payment must be given to the Room Captain no later than September 30<sup>th</sup>.
- Field Trip Fees  
- Payment must be given to the classroom teacher prior to the scheduled field trip date.

Other fees may include magazine subscriptions, class novels, and/or special art supplies. The classroom teacher will send notification home and direct you as to the amount needed and date it needs to be paid.

**Graduation Fees and Tuition**

Eighth grade families must be aware that their financial responsibilities to St. Bruno must be paid in full no later than May 20<sup>th</sup>. This includes **all** tuition, unserved PPP hours, balances due for Scrip, unserved Bingo hours, unserved Fish Fry or Carnival hours, late charges, and daycare services **for the year**.

**Graduation fees** will be billed May 1<sup>st</sup> and **must be paid in full by May 20<sup>th</sup>**. In order for an 8<sup>th</sup> grader to participate in graduation activities such as, retreat, Disneyland, graduation brunch and graduation exercises, the graduation fees and other financial responsibilities must be met in full.

**Delinquent Tuition**

Tuition is considered delinquent when a family has not met their monthly financial obligation for two months. **If your tuition account is 60 days overdue your children will not be permitted to attend classes.** They will be sent home and allowed to return when your tuition account is current. In the case of extenuating circumstances, it is the responsibility of the parent to contact the school office and speak with the principal. The school is unable to extend long-term credit in all but a few limited situations and financial aid for tuition is not readily available. The school can accept Visa or Mastercard as a convenience to families requesting this option.

**Tuition Assistance**

Although there is no formal tuition assistance program, St. Bruno has been blessed with benefactors who from time to time throughout the year make limited tuition assistance possible. Families needing tuition assistance due to financial hardship are encouraged to contact the principal as soon as possible. If funds are available, families may be assisted based on individual need. It will be necessary for families seeking assistance to provide proof of need. Sallie Mae finance applications to receive a low interest school loan are also available in the school office or may be contacted online.

**Registration**

The registration fee for **new** students is \$300 **per student** due upon acceptance. There is an annual \$300 **per family** registration fee for **returning students** due on Holy Thursday. Note: Returning families registering a new student **must pay both** the new student registration and the returning family registration.

**Parent Participation**

Tuition and fees do not begin to cover the cost of educating the students of St. Bruno Catholic School. The deficit is made up by Parish subsidy and fundraising activities. Participation in the Scrip Program, Bingo, PPP, Carnival and Fish Fry is mandatory. Families are expected to actively support any additional fundraising activities sponsored by the School and/or Parish.

Each family is required to contribute a minimum of **20** hours of service for PPP {5 of these hours can be served at Fish Fry **OR** Carnival once you have served the mandatory hours required for those



*fundraisers*}, 5 hours of service to Carnival, 10 hours of service to Fish Fry, and 20 hours of service (4 nights) to Bingo.

At re-registration time each year, families have the opportunity to place their name on volunteer sign-up sheets for their preferred areas of service hours. Parents will then be contacted, as their services are needed. However, it is each family’s responsibility to insure that they fulfill all volunteer requirements.

**Purpose of Parent Participation Program**

- to promote a community effort between home and school for the caring and support of one another
- to assist the administration and faculty in the process of quality education
- to provide the volunteers necessary to support any new or existing school programs or those deemed by the Principal as necessary

**Parent Participation Program - PPP Hours (Twenty Hours)**

- May be served in a variety of ways as described on the volunteer sheets. If you decide to earn your PPP hours by purchasing needed items for class projects, the class wish list, Daycare needs, or Home & School requests, etc. each \$15.00 expenditure equates to one PPP hour. **A sales/purchase receipt for the expenditure must be provided.**
- You may choose to pay \$300 in place of serving these hours. Payment of the \$300 must be made at the time of re-registration or on/before the first day of school in September.
- **Any hours not completed by May 20<sup>th</sup> will be charged at the rate of \$20 for each hour not met. This amount will be due and payable on or before our “Face to Face” Registration Day.**
- In order to keep track of service hours worked each family will receive a coupon booklet. The coupon is in two parts. The right side should be completed and signed by an authorized person monitoring the assigned activity. You must return this portion to the office and place it in the PPP box. **Coupons must be turned in within 30 days of date service performed. Coupons turned in 31 days after date service performed will only be credited for one-half of the hours listed.** The remaining portion is for your record. Please keep this in case there may later be a question regarding your service. The hours submitted will be tallied by the PPP chairpersons. The hours must be completed between June 1<sup>st</sup> and May 20<sup>th</sup> each year.

\*\*Note: to ensure there are an adequate number of volunteers to support all school programs, school families cannot “donate” service hours to other school families. If any family is facing a challenge/personal hardship in meeting their required hours, please contact your PPP chairperson.

**Families occasionally request to earn PPP hours by working extra hours at Fish Fry or Carnival. You may use 5 of your 20 PPP hours at either Fish Fry OR Carnival – not both, no exceptions. Please remember that many families complete their 20 PPP hours and also work in excess of 20 and 30 hours at each of our fundraisers..**

**Bingo**

At registration families must choose to either to:

- a) Work four Bingo Nights and *provide a dessert on two of the four nights* {Working 6:00pm till closing and until the hall is clean/a minimum of 5 hours each night}; **or**
- b) Work three Bingo Nights and *provide a dessert on two of the three night* {Working 6:00pm till closing and until the Hall is clean/a minimum of 5hrs each night} **AND** Purchase 1 {one} night of Bingo Play {a “Buy-in” costing approximately \$30} **Buy-in must be purchased at either the “New Parent” meeting or at “Face to Face” Registration~~ it cannot be purchased at a later date.**



5 hrs x 4 nights = 20 hours minimum or 5 hrs x 3 nights = 15 hours minimum + Buy-in  
{“Buy-in” to be used on a night you are **NOT** working Bingo}

It is the responsibility of each family to turn in a work voucher each night they work showing hours worked, signed off by Bingo Chairman. *If you work and forget to turn in a voucher you will be charged a \$10 fee to compensate the school for the time the office uses to verify your participation and to send out billing notifications.* Two of those work nights your family must provide a dessert.

When individuals do not keep their assigned schedules, the school loses revenue. You may choose to buy-out of participating in Bingo by paying \$750 by June 1<sup>st</sup>. Any scheduled bingo night missed, without **you** providing a substitute, will be billed immediately at the rate of \$100 per hour (\$500/night) – payment is due immediately.

Bingo Committee members fulfill their annual Bingo and PPP commitment by working *a minimum of 3½ hours, 13 Bingo nights starting June 1<sup>st</sup> and ending May 31<sup>st</sup>.* (Committee members are divided into 4 weekly groups; four months each year have 5 weeks – each of the four groups will be assigned one of these 5<sup>th</sup> weeks – Bingo will never be scheduled on Ash Wednesday or during Holy week.) It is the responsibility of each committee member to turn in their work voucher each night worked showing hours worked, signed off by Bingo Chairman or manager. Committee members will be billed \$350 for a missed evening. *If you work and forget to turn in a voucher you will be charged a \$10 fee to compensate the school for the time the office uses to verify your participation and to send out billing notifications.* Committee members work 3½ hours x 13 nights = 45.5hrs and are thus not obligated to do their 20 hours of PPP service. **They are not** however, **excused from Fish Fry and Carnival.**

*Families who join the Bingo Committee after June 1<sup>st</sup> or later in the school year are still obligated to work 45.5 Bingo hours or 13 Bingo Nights.*

*Families who start as Bingo Committee in June and decide to not continue as a committee member are obligated to work 20 Bingo hours and must complete their 20 PPP hours.*

**Scrip - \$300 profit**

- Purchase scrip to receive \$300 profit credit. Scrip may be purchased year-round; credit must be earned between June 1<sup>st</sup> and the end of May {specifically the last **Friday** in May as scrip needs a few days to produce end of year scrip billing prior to the annual “Face to Face” registration day}
  - ❖ Contributions/credits for E-scrip, Von’s, Ralph’s and Sweet N Fresh are posted to individual family accounts once payments are received. Generally payments are 4-6 months behind. Contributions/credits not received by the last Friday in May will be applied to the following year’s requirement.
- By December 31<sup>st</sup> one half of your profit credit must be earned (\$150). If this has not been met, you will receive a bill with the balance due by January 31<sup>st</sup>. (See **“\*\*note” below regarding billings reflecting NO scrip profit/purchases.**)
- At the end of the school year 60% of any credit earned over \$350 will be given as credit toward tuition for the following school year, usually your September or October payment. Parents whose last child is graduating at the end of the school year (June) may apply the amount toward graduation fees. Parents who choose to leave during the school year are not eligible to receive the scrip rebate nor can it be credited to another family.
- You may choose to buy-out of participating in the Scrip program by paying \$350 no later than June 10<sup>th</sup>. Any family choosing to buy-out and paying **after** June 10<sup>th</sup> should immediately contact the school bookkeeper. They will be expected to pay \$400 and it must be paid prior to September 15<sup>th</sup>.

**\*\*note Families who choose to NOT pay the buy-out fee of \$350 and show a zero scrip profit on December 31<sup>st</sup> will be billed \$225 (one-half of the “after June 10<sup>th</sup> buy-out fee plus \$25 late fee)**



*and will be expected to pay an additional \$225 if their end of May billing also reflects a zero scrip profit.*

### **Fall Fundraiser**

Each fall the school holds fundraisers to help meet the operating costs of the school. If we decide to hold a September Catalog Sales fundraiser it will begin the second week of school. Although no service hours are required for this fundraiser all families are encouraged to participate.

While participation in our annual Jog-A-Thon is not mandatory and no service hours are required, all families are encouraged to participate. (If fundraising goals are not met yearly, participation in this fall fundraiser may be mandatory in subsequent years.)

The Consultative Board, Pastor and Principal will finalize the plans for an additional mandatory fundraiser and an announcement will be published in a flyer or in the bi-weekly family bulletin.

### **Fish Fry**

Fish Fry is our major fundraiser, held annually on the Fridays of Lent. There is a **mandatory 10-hour** commitment. This information is published annually in January. Any hours not completed will be charged at the rate of \$100 per hour. It is the responsibility of each family to turn in their coupon for hours worked, signed off by the committee chairperson. **Each family is also required to purchase six (6) Fish Fry meals and provide dessert for Fish Fry as specified on the 2 nights** designated for each of their children’s classes. *Meals must be purchased through the family envelope or school office so that an accurate accounting can be made.* Information regarding Fish Fry is sent home annually in January. Missed desserts will be billed at \$30 each and families who neglect to purchase the 6 Fish Fry meals will be billed at the rate of a baked fish dinner for each missed dinner.

### **Parish Carnival**

The Parish Carnival is held annually on the 3rd Weekend in May. There is a mandatory 5-hour commitment per family. Unmet hours will be billed at \$100 per hour. It is the responsibility of each family to check *in and out* with the Control Booth timekeeper. *If you neglect to check in an out* at the control booth, *you will NOT be given credit* for your hours worked. We do not have the resources to research your hours after Carnival has ended.

## **E. DISCIPLINE**

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

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

### **Maintenance of Effective Discipline**

Effective discipline is maintained when there is

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

### **Disapproved Disciplinary Measures**



The following disciplinary measures are forbidden:

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

**St. Bruno Catholic School requires the following standards of all students in addition to those individual rules posted in every classroom:**

- Respect and obey teachers, staff and adult volunteers. Respect and treat with dignity and Christian kindness all members of our faith community and all visitors to the school.
- Complete classroom and homework assignments. Following an absence, contact the teacher(s) and make up all work completely.
- Remain after school dismissal only to participate in school sponsored activities.
- Support the St. Bruno athletic teams. Proper behavior by athletes and spectators is to be observed at all activities.
- Support Student Council Activities.
- Wear the designated school uniform.
- Refrain from chewing gum or sunflower seeds, riding bicycles, scooters, “heelies” or skateboards in the schoolyard, or climbing on or over any trees or portions of fences or buildings.
- Refrain from fighting, using profanity, vulgarity, bullying/harassment, cheating, stealing, lying, dishonesty, or vandalism.
- Absolutely no possession, distribution or use of tobacco (or any other substance which is used for smoking), alcohol or any other illicit or improper substance, or materials is allowed.

**Observe the following with respect to leaving the school yard and school safety:**

- Students may not leave the school grounds at any time during the school day without written permission from parent or guardian and clearance from the office.
- Students should be in their assigned play areas during recess and at lunchtime.
- Students are not allowed in the classroom at any time unless the teacher is present (California Educational Code).

**Observe the following rules while on the playground or in the lunch area:**

- All students must remain seated at the benches until the teacher comes to collect the class. Then they may be dismissed by the teacher, if and only if all trash has been disposed of properly.
- Students should **NEVER** bring food into the playground area or into the restrooms. If a student does bring food into these areas, he/she will be sent back to the lunch benches where he/she can finish eating under supervision.
- Throwing of food is a serious conduct violation and should be noted on a citizenship report and sent to the principal.
- Absolutely no playing or socializing in the restrooms or hallways.
- Proper language is expected at all times. No profanity is allowed. No rudeness or talking back.
- No fighting, pushing, shoving, kicking, hitting, playing roughly, or play fighting.
- Respect for the teachers, staff, and yard supervisors is expected at all times.
- No child may leave the school grounds without properly signing out through the front office.
- Only students in grades K - 5 are permitted on the swings.
- Only students in grades K-6 are permitted on the new playground equipment.
- Only students in grades 3- 8 are permitted on the “monkey bars.”



- No student is allowed to hang from the basketball hoops or the fence at any time. Violation of this rule will result in serious disciplinary consequences.
- Respect school property – keep the bathrooms clean, take proper care of all equipment, clean the lunch area before asking to be dismissed, no spitting, throwing food or water fighting. Use playground equipment properly.
- Use socially acceptable behavior – keep hands, feet, and objects to self, no teasing or name calling, no wrestling or tackling, no pushing in line.
- No “locking” games or changing the rules once a game has begun

### **Classroom Discipline**

Each teacher has an established discipline plan to which students will be held accountable regarding their behavior in the classroom. Copies of this plan will be available to parents at “Back to School Night” each September (each classroom discipline plan will be kept on file in the office).

**Grades K – 2** utilize a card, point, or ticket positive reinforcement system. Teachers are expected to help students learn and understand the rules and consistently reinforce positive behavior. Through conflict resolution, discussion, and role-playing, students are taught how to behave when difficulties arise. The Golden Book in the office can also be utilized as positive reinforcement in addition to other classroom rewards. Serious offenses such as persistent defiance, fighting, vandalism, profanity, and threats of violence are to be referred directly to the principal or vice-principal and will be handled on a case-by-case basis. If detentions are issued, the school policies will be followed.

**Grades 3 – 5** use a demerit system. Each violation of a school or classroom rule or the dress code warrants a demerit slip. Demerit slips are printed in duplicate and signed by the student upon issuance, with a copy going to the student’s parents and one copy going in the student’s classroom file. On the 3<sup>rd</sup> demerit within one quarter for a behavior issue, or the 4<sup>th</sup> demerit within one quarter for a work habits issue, an after school detention is assigned. The issuance of a 3<sup>rd</sup> detention within one quarter will result in a suspension. Once a suspension has been issued, within a quarter, students will be assigned suspension rather than detention for the remainder of that quarter. The length of suspension will increase with each subsequent issue. (First suspension within a quarter = 1 day, 2<sup>nd</sup> suspension = 2 days, etc.) At the beginning of each quarter, students will begin with a “clean slate,” serving three detentions prior to being assigned a suspension. However, the length of each suspension will increase throughout the year. The maximum length of a suspension is three days. After the third suspension in any school year, the student may be expelled. This option is at the discretion of the principal. Serious offenses such as persistent defiance, fighting, vandalism, profanity, and threats of violence are to be referred directly to the principal or vice-principal and will be handled on a case-by-case basis.

**Grades 6 – 8** utilize behavior infraction system. Dress code is checked daily. Violators will receive a dress code violation slip which notifies the parents of the problem and makes the student ineligible for the next free dress day. Dress code violations are filled out in duplicate with one copy being given to the student and one copy sent to the office for the file. On the third dress code infraction, an after school detention is scheduled.

In grades 6 – 8 Behavior and/or homework infractions may be sent home any time a school or class rule is violated. Upon the issuance of the 3<sup>rd</sup> behavior and/or homework infraction within one quarter, an after school detention is scheduled. The issuance of the third after school detention within one quarter will result in a suspension. Once a suspension has been issued, within a quarter, students will be assigned suspension rather than detention for the remainder of that quarter. The length of suspension will increase with each subsequent issue. (First suspension within a quarter = 1 day, 2<sup>nd</sup> suspension = 2 days, etc.) At the beginning of each quarter, students will begin with a “clean slate,” serving three detentions prior to being assigned a suspension. However, the length of each suspension will increase throughout the year. The maximum length of a suspension is three days. After the third suspension in



any school year, the student may be expelled. This option is at the discretion of the principal. All Disciplinary Notes and Infractions are filled out in triplicate. The original note is to be signed by the issuing teacher or administrator and the student. One copy is sent to the office, one copy is kept by the teacher, and one copy is sent home for parent signature and returned to the teacher on the following school day. All Disciplinary Notes and Detentions are filled out in triplicate. The original note is to be signed by the issuing teacher or administrator and the student. One copy is sent to the office, one copy is kept by the teacher, and one copy is sent home for parent signature and returned to the teacher on the following school day. If signed notice is not returned, an additional infraction will be accrued daily. Inappropriate language will be subject to immediate detention without benefit of Disciplinary Note or warning. Serious offenses such as persistent defiance, fighting, vandalism, and threats of violence are to be referred directly to the principal or vice-principal and will be handled on a case-by-case basis.

Although assertive and positive discipline is the goal in every classroom and school-wide, detention after school hours is considered an appropriate consequence for major violations of school rules as listed in the Parent-Student Handbook. When a detention is written, it must be signed by the principal or vice-principal and sent home for parent signature. It is the responsibility of the issuing teacher to see that the signed form is returned before a student may sit detention.

Detention is held weekly on Wednesdays **K-8 = 3:00-3:45**. Students who miss a detention, will have their detention doubled. The responsibility for supervising detention is rotated by the teachers. The issuance of the third after school detention within one quarter will result in a suspension. Once a suspension has been issued, within a quarter, students will be assigned suspension rather than detention for the remainder of that quarter. The length of suspension will increase with each subsequent issue. (First suspension within a quarter = 1 day, 2<sup>nd</sup> suspension = 2 days, etc.) At the beginning of each quarter, students will begin with a “clean slate,” serving three detentions prior to being assigned a suspension. However, the length of each suspension will increase throughout the year. The maximum length of a suspension is three days. After the third suspension in any school year, the student may be expelled. This option is at the discretion of the principal.

If you have any questions, or if a situation should arise that concern you, please contact your child’s teacher. Mutual respect and support is critical.

### **Disciplinary Notices / Detention**

Disciplinary notes sent home from a teacher or administrator are given to help the parents be aware of their child’s unacceptable behavior. It is expected that parents seriously discuss with their children the behavior mentioned in the note. Additionally, the signed notice must be returned on the following day. Failure to return signed notice will result in further daily infractions.

Students make a negative contribution to the school community whenever they break school or classroom rules. To emphasize the importance of making positive contributions to their community, students who break school or classroom rules may be assigned a consequence at the discretion of the supervising staff member, vice-principal, or principal. It is expected that school staff members will experience the clear and positive support of parents at all times, especially at times of disciplinary action.

It is expected that students work cooperatively with the administration, teachers, aides, volunteers, and other students while at school and school sponsored events so that all children are allowed the freedom needed to study, learn, pray, and play without unnecessary interference from another.

### **Disciplinary Procedures**

When students choose to exhaust classroom consequences or seriously disregard the expectations listed above, they will be sent to the administrative offices for further disciplinary action. Although there may



be an incident that is of extreme nature so as to warrant immediate dismissal from the school, the following are the steps of normal administrative disciplinary action:

- Verbal or written warning to student. This booklet will serve as written notice.
- Telephone call or written notice to parents
- After school Detention
- Parent/Teacher and Principal conference
- Suspension
- Conference with Principal and Pastor
- Expulsion

### **CONDITIONS OF SUSPENSION**

- 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

### **Expulsion**

#### **Reasons for Expulsion**

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

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



### **Graffiti**

All penalties relating to the willful defacing of school property or graffiti include restitution and the possibility of expulsion.

### **Gangs**

Membership in, active involvement in, affiliation with, or dress in a gang or group responsible for coercive or violent activity is grounds for expulsion.

### **Procedure for Expulsion**

Except in cases involving grave offenses, the following steps must be taken:

- A conference must be held with the parents or guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless behavior improves immediately. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion
- If behavior does not improve, the final decision will be announced at a second conference attended by the principal, teacher, and parents or guardians. If the parents fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a final decision. The final decision rests with the pastor in consultation with the principal
- In no case will a teacher on his or her own authority expel a student
- Full credit will be given for all work accomplished by the student up to the moment of expulsion

### **Written Record**

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

### **Cases Involving Grave Offenses**

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

### **Time of Expulsion**

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



### **Reporting of Expulsions**

All expulsions even if they occur at the end of the year, are reported to the elementary supervisor at the Department of Catholic Schools. The County Office of Education where the school is located may require notification of pupil expulsions.

### **Right to Make Exceptions**

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

### **Home Study**

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

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

The school is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

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

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

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

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

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

- Sending inappropriate text, e-mail, or instant messages



- Posting inappropriate pictures or messages about others in blogs, web sites or social communication networks
- Using someone else's user name to spread rumors or lies about someone

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

Students are responsible for:

- Conducting themselves in a manner that contributes to a positive school environment
- Avoiding any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing
- If a student is a target of harassment, bullying or hazing, when possible, informing the other person(s) that the behavior is offensive and unwelcome
- Reporting all incidents of discrimination, harassment, bullying or hazing to the principal or teacher

As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

### **Student Threats**

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

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

The 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**

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

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



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

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

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

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

## **Dress/Uniform Code**

### **Parent Responsibility for Student Dress**

It is the responsibility of parents to see that their children adhere to all regulations regarding dress code. Our school's dress code is clearly defined. We ask that parents support the school's philosophy by helping their children adhere to the dress code rules. When purchasing your children's school wardrobe, please be certain that the articles of clothing you buy are in compliance with the dress code. You send your children to our Catholic school for good reasons. One of those reasons is the greater structure we require to enable the learning experience. Our dress code helps provide that structure. Your cooperation and support in this matter is very much appreciated.

Issues relating to dress or appearance of a student that are not specifically mentioned in the parent/student handbook, but are inconsistent with the school's regulations, may be deemed unacceptable at the discretion of the principal.

If a student frequently offends against normal standards of dress, grooming, or hygiene, and has been corrected in this regard, the cooperation of parents shall be sought to correct the problem.

Lack of improvement in personal appearance is grounds for the suspension of a student during that school day. The school may also reserve the right to require that parents bring an appropriate change of clothes to school, if a student is inappropriately dressed. The principal will make the final decision.

### **Dress Code Philosophy**

Visitors to any Catholic school notice first of all that students are neatly and uniformly dressed. The requirement of wearing uniforms is not mere caprice, but is intended to enhance the educational environment. The Catholic community of St. Bruno Catholic School is committed to developing in our youth a strong sense of Catholic identity and community. We do that by providing for their educational, spiritual, and developmental needs in an atmosphere of prayer and understanding. Our school dress code complements the teaching of order and discipline, provides for a less distracting environment, helps to develop a healthy self-concept for all students, and builds a sense of teamwork. We hope that our well-defined uniform dress code also helps discourage differences brought about by various income levels and reduces unnecessary peer pressure, allowing students to direct their attention to learning. The traditional uniform is a strong symbol of our Catholic heritage and Catholic image and promotes school pride both at and away from school. With our uniform and dress code, we strive to promote attitudes of moderation, modesty, neatness, cleanliness, and good taste.



It is a widely accepted belief that the appearance that a person presents says much about whom he/she is, and by extension, says much about our school environment. Students behave and study better when they are neat, clean, and appropriately dressed for school. The way we dress influences our behavior, it is therefore important to always reflect our best selves.

Both the uniform and non-uniform dress code rules are to be interpreted in the spirit of the law as well as the letter of the law – that is to say, attire is to be consistent with expectations of an environment reflecting a Catholic-Christian community.

St. Bruno students are required to wear the complete uniform. School uniforms may be purchased from Michael’s Uniform. Representatives from the company will be on campus three or more times during the year for your convenience. You can also visit Michael’s Uniforms in Inglewood. It is the parents’ responsibility to see that students leave home dressed in appropriate uniform, and on free dress days, in appropriate free dress.

Issues relating to dress or appearance of a student that are not specifically mentioned in this handbook, but are inconsistent with the school’s regulations, may be deemed unacceptable at the discretion of the principal. Lack of compliance with the dress code will result in the issuance of a dress code violation slip, making the student ineligible for the next free dress day. A third uniform violation will result in an after school detention

**GIRLS**

- Blouse:** K-6 White Peter Pan collar must be worn with jumper  
7-8 White Peter Pan or classic collar over blouse
- Shirt:** White or Hunter Green pullover with school crest, polo shirt either short or long-sleeved, may be worn with jumpers, skirts, pants or shorts and must be tucked in where appropriate.  
(Note: Hunter Green is the ONLY color acceptable for a green polo). *8<sup>th</sup> grade girls may wear gold polo shirt.*  
**School crest is mandatory on all polo shirts.**
- Skort:** K-8 Blue-green plaid. No more than 2” above the top of the kneecap.
- Jumper:** K-3 Blue-green plaid. No more than 2” above the top of the kneecap.
- Skirt:** 4-8 Blue-green plaid, No more than 2” above the top of the knee cap.
- Shorts:** Navy blue twill **walking** shorts. No more than 2” above the top of the kneecap.  
**No tight, oversize or baggy shorts permitted.**
- Pants:** Navy blue dress slacks may be worn
- Belt:** Plain black, blue or brown (required with shorts and pants) Buckle must be simple, with **no** symbols, logos, or designs. No seatbelt style belts allowed.  
A belt is mandatory for grades 2 – 8.
- Sweater:** Hunter green **or** Navy blue long sleeve V-neck pullover, vest, or cardigan
- Undershirts:** White only
- Socks:** White, green or navy **crew socks**; white, green or navy **knee socks**; white or navy tights (in cold weather only). Short sports socks and socks with logos or beaded cuffs are non-uniform and **may not** be worn.

**BOYS**

- Shirt:** 1) White, button front, short sleeve, and broadcloth, dress collar or; 2) White or Hunter Green, pullover polo shirt with school crest, short or long-sleeved.  
(Note: Hunter Green is the ONLY color acceptable for a green polo).  
*8<sup>th</sup> grade boys may wear gray polo shirt.*  
Shirts must be worn tucked in at all times.  
**School crest is mandatory on all polo shirts.**
- Pants:** 1) Navy blue cord or navy blue twill



- Shorts:** Navy blue twill walking shorts. Hemline must touch the kneecap. **No tight, oversize or baggy shorts permitted.**
- Belt:** Plain black, blue or brown (required with shorts and pants) Buckle must be simple, with no symbols, logos, or designs. No seatbelt style belts allowed.  
A belt is mandatory for grades 2 – 8.
- Sweater:** Hunter green or Navy blue, long sleeve V-neck pullover, vest, or cardigan
- Undershirt:** White only
- Socks:** White or navy crew socks. Socks must be “crew socks.” Short sports socks and socks with logos are non-uniform and may not be worn.

### All Students

Clothing must always be clean, pressed, untorn, modest, and appropriate for school wear. All shorts, skirts, and pants must be worn at the waist, and if belt loops are present, a belt must be worn. Shirts must be long enough to be worn “tucked-in.”

#### **Mass/Prayer Service Days NO - P. E. Clothing is to be worn.**

(When the entire school attends together – All school Masses and Prayer services are noted on the monthly calendar and announced in the bi-weekly bulletins)

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

On days when the class attends P.E. the uniform of the day will be an Ash Grey T-shirt w/logo and Navy mesh gym shorts w/logo or Navy sweat pants w/logo. P.E. uniforms are not to be worn on days that all classes will be attending a prayer service or mass. (This does not include the class mass day.)

#### **Shoes:**

Shoes must be solid black low top athletic leather shoes which cover the entire foot. No color or white anywhere on shoe. Shoes must be free of holes and tears and have laces that are kept tied at all times. No buckles or zippers. (Velcro is okay for K-2). Shoes must be in good condition. Girls may **not** wear “Mary Jane’s.”

When dressed for **P.E.** students may wear appropriate athletic shoes. Appropriate shoes will be predominantly black, white, or navy blue, and will have laces which must be tied at all times. Black, white, or navy shoes that have a **minute** amount of another color are fine, but shoes that are predominantly pink, orange, green, etc., are not acceptable. Shoes that are patterned (checkered, etc.) or shoes that are “slip-ons,” such as Vans, are not acceptable. Crew socks must be worn.

#### **Shorts:**

The wearing of uniform walking shorts is allowed on any day including Mass days. Hemline must touch the kneecap. Tight, Baggy or hemlines below the knees are not acceptable.

#### **Sweatshirt:**

Plain navy crew sweatshirt or a Navy or Gray crew sweatshirt embossed with St. Bruno’s name and crest. Any other sweatshirts are not allowed to be worn. **Students will not be allowed to wear any greatly over-sized sweatshirt.** Zip up or hooded sweatshirts are never acceptable.

#### **Jackets:**

Gray sports hooded sweatshirt, Navy blue windbreaker, St. Bruno green windbreaker, St. Bruno green sweatshirt, or satin school jacket (in three styles) are acceptable. Plain navy sweatshirts (pullover) may be worn. **Students will not be allowed to wear any greatly over-sized jacket or sweatshirt.** Jackets or zip-front Sweatshirts are not allowed to be worn in the classroom, hall or Church.



### **Hair:**

No bleached, colored or tinted hair; no extreme styles (including excessive teasing, spiking or use of mousse or other products). Any child who comes to school with an excessive haircut (according to the judgment of the principal) may be suspended until the haircut is corrected. Boys' hair must be clear of the eyebrows and ears, must not touch the collar, and must be worn close to the head. Students may not shave their heads nor have haircuts of multiple lengths (*e.g.* step cuts). Girls must wear their hair neatly off the face. This can be achieved by wearing pony tails or braids, or through the use of headbands, barrettes, or hair ornaments. Hair pieces or hair extensions are not allowed.

### **Cosmetics:**

No make-up, nail polish, jewelry or pierced earrings (girls may wear one pair of studs in the lobe only) may be worn during school hours or extra-curricular school events. One necklace – a cross or saint medallion - may be worn.

### **Non-Uniform Dress Code**

Different dress is appropriate to different situations, and for that reason, there are several different types of non-uniform dress that may be granted throughout the year. Non-Uniform dress days are a privilege, not a "right." Students in violation of the Non-Uniform Dress Code will be given a violation slip and will be required to wear their regular school uniform on the next Non-Uniform Dress Day. On a Non-Uniform Dress Day students may either choose to adhere to the stated Non-Uniform Dress Code for that day or may follow regular uniform dress.

#### • **Non-Uniform Dress – "A" Code**

"A" Code Non-Uniform Days are for "**dressy**" non-uniform dress and are reserved for very special events. Girls are to wear a dress, skirt, or dressy slacks. Dresses or skirts may not be more than 2" above the knees. All clothing must be modest in appearance and may not be tight fitting. Girls must wear nylons, tights, or socks. Boys are to wear long pants and a collared shirt. Shirts must be worn tucked in. Pants must fit appropriately and may not be "baggy." Boys in grades 6 – 8 must wear a tie. Boys must wear appropriate crew socks at least 2" above the shoe and ankle line. Shoes should be clean and appropriate. For safety reasons, no sandals, high heels over 2" or platforms over 2", strapless, or open toed shoes are allowed. **NO** jeans, shorts, or T-shirts will be allowed. For further restrictions see *General Non-Uniform Dress Guidelines*.

#### • **Non-Uniform Dress – "B" Code**

"B" Code Non-Uniform Days are for "**modified dressy**" non-uniform dress. Girls are to wear a dress, skirt, or dressy slacks. Dresses or skirts may not be more than 2" above the knees. All clothing must be modest in appearance and may not be tight fitting. Girls must wear nylons, tights, or socks. Boys are to wear long pants and a collared shirt which must be tucked in. Pants must fit appropriately and may not be "baggy." Boys must wear appropriate crew socks at least 2" above the shoe and ankle line. Shoes should be clean and appropriate. For safety reasons, no sandals, high heels over 2" or platforms over 2", or open toed shoes are allowed. Boys and girls may wear jeans provided they are neat in appearance and fit appropriately. They may not be worn too "baggy" or too tight fitting, or if they appear overly faded, dirty, or are in anyway torn, cut, or ripped. Low-rise jeans that expose the midriff are not allowed. **NO** shorts or T-shirts will be allowed. For further restrictions see *General Non-Uniform Dress Guidelines*.

#### • **Non-Uniform Dress – "C" Code**

"C" Code Non-Uniform Days are for "**casual**" non-uniform dress. Students may wear appropriate casual clothing that fits within the *General Non-Uniform Dress Guideline*. Appropriate shorts, jeans, and T-shirts are permitted. Appropriate shoes and socks must be worn. Socks do not have to be crew socks, but minimally must cover the ankle.



• **Spirit Day Fridays**

On Fridays, St. Bruno students have the opportunity to show their school pride by wearing a choice of spirit shirts rather than the regular uniform shirts. Spirit shirts include the green “St. Bruno Tigers” Spirit T-shirt, the hunter green sports polo shirts for our athletic team members, or the Student Council shirt. Only these shirts may be substituted for the uniform shirt. All other Uniform Dress Code rules apply and must be followed.

• **Non-Uniform Add-On Days**

Periodically, in celebration of a holiday or other spirit related event, the school may declare an “Add-On” day. Students must be in full regular uniform on Add-On days, but may “add on” items of the designated color to show their spirit. Socks of the designated color may be worn in place of regular uniform socks. All other items (shirts, jewelry, hair accessories, hats, sweaters, etc.) must be worn with the regular uniform. All other Uniform Dress Code rules will apply.

• **Non-Uniform Birthday Dress**

Birthdays are special, and as the St. Bruno Catholic School family, we love to celebrate them. Each morning during announcements, the name of students celebrating a birthday will be announced. Students celebrating birthdays will receive a card from Student Council and be allowed to wear free dress that day or another day that week. Non-Uniform Birthday Dress must comply with all guidelines listed for **Non-Uniform Dress – “C” Code**.

• **General Guidelines**

The following is a partial list of items that are **not appropriate** at **any** time for Non-Uniform dress days:

- |  |                  |                            |
|--|------------------|----------------------------|
| Sleeveless shirts  | Bare midriffs    | Spandex outfits            |
| Bicycle shorts   | Oversized shirts | Baggy pants or shorts      |
| Makeup/nail polish   | Cut-offs         | Sweats/athletic pants      |
| Tank tops  | Halter tops      | <b>Hats</b>                |
| Spaghetti straps   | Low rise jeans   | Low-cut blouses or dresses |
| Tight fitting or “clingy” shirts, pants, skirts, or dresses.         |                  |                            |
| Skirts or dresses more than 2” above the knee (including miniskirts) |                  |                            |
| Shorts more than 2” above or 2” below the knee                       |                  |                            |

- ✓ Clothing must always be clean, pressed, untornd, modest, and appropriate for school wear.
- ✓ Shirts must be long enough to be worn “tucked-in” – shirts that expose a bare midriff are not allowed. Dress shirts must always be worn “tucked in.”
- ✓ T-shirts with negative or inappropriate messages, slogans, or pictures are not allowed – any logo or graphic present must be appropriate for a Catholic school environment
- ✓ All shorts, skirts, and pants must be worn at the waist, and if belt loops are present, a belt must be worn.
- ✓ Makeup is not allowed.
- ✓ Nails must be kept short – **no** nail polish or artificial nails
- ✓ Socks must be worn at all times. Socks must be “crew” style and at least 2” above the shoe and ankle line, covering the ankle completely.
- ✓ No sandals, open-toed shoes, high heels, platforms over 1”, or slip-on shoes are allowed for safety reasons.
- ✓ No excessive jewelry
- ✓ No tattoos, temporary tattoos, stickers or writing on the body.
- ✓ Girls may wear only one stud earring in the lobe of each ear. No dangling or hoop earrings are allowed.



- ✓ Hair must be of a natural color with no extreme or fad hairstyles. Noticeable changes in student hair color are distracting to learning, therefore, bleached and/or dyed hair is never permitted. Students and parents are asked to refrain from the use of any chemical process that changes students' hair color. Infractions will result in written notice to parents in which a request to re-dye the hair to the natural color will be made. Excessive hair adornments are not allowed. Boys' hair must be cut above the eyebrows, above the ears, above the collar, and must be worn close to the head. Girls' hair must be neatly combed and off the face and eyes.
- ✓ Any clothing, haircut, or accessory that becomes a distraction to the student, the teacher, or the class in general and therefore interferes with the learning process is not appropriate. The principal reserves the right to define what is "appropriate."

The administration and staff reserves the right to make the final determination of whether an individual student is in accord with the dress code policy. If, in the judgment of the staff and/or the administration, a student is in violation of the rule or the spirit of the dress code, the student may be sent home to change and may not return to school until the problem is corrected. Failure on the part of the staff and/or administration to invoke consequences for violation of the Uniform or Non-Uniform Dress Code on one occasion shall not in any way be construed as a change of policy.

### **Archdiocesan Policies and Procedures**

The following policies are implemented by the Archdiocese of Los Angeles Department of Catholic Schools. They cover a variety of sensitive issues. While we would normally never expect to encounter such problems at St. Bruno's, the Archdiocese now mandates that these statements appear in every school handbook.

#### **HIV/AIDS Infection Policy**

The Archdiocese of Los Angeles reserves the right to revise the following guidelines at any time for any reason including developing medical knowledge, changing legislation and law.

HIV/AIDS is not spread by casual, everyday contact; therefore, barring special circumstances, persons infected with HIV/AIDS may be employed in Catholic schools. Usually, these employees are entitled to all rights and services accorded to other employees. Their situation will be responded to as their circumstances require. Decisions regarding these employees must take into account Christian concern and compassion, community health and well-being, and individual privacy and needs.

The schools will undertake an educational effort to inform staff, students and parents about serious communicable diseases in general and acquired immune deficiency syndrome (AIDS), in particular.

The California Fair Employment and Housing Act (FERA) prohibits employers from discriminating on the basis of physical handicap or medical condition (Cal. Govt. Code 12940 a). The Fair Employment Housing Commission has held that AIDS constitutes a physical handicap within the meaning of FERA. The Superintendent of Schools must be consulted before any decision is made to terminate a school employee with HIV/AIDS.

Should any school employee be diagnosed with HIV/AIDS, the employee should inform the principal, as he/she should in the case of any other serious communicable disease. The employee should also keep the principal informed about the progress of treatment.

Subject to the requirements of the law and Archdiocesan guidelines, the school will keep in strict confidence all information it receives from any source regarding those employees that may be informed of the infection. The principal must keep all medical information, notes and documentation of telephone conversations, proceedings, and meetings in a locked file. Infected employees should be advised that this file relating to their illness is being kept separately from their other records. Access to this file will



be granted only to those persons who have the written consent of the infected employee. To further protect confidentiality, names will not be used in documents except where they are essential.

Any person who willfully or negligently discloses the results of an HIV test and thereby causes economic, bodily, or psychological harm to an affected employee is guilty of a misdemeanor and can be imprisoned and/or fined up to \$10,000 for each disclosure. Current law further provides for a civil penalty of up to \$5,000 for each willful disclosure of a person's test results and \$1,000 for each negligent disclosure (Chapter 1.11 of the California Health and Safety Code). Any violation of confidentiality by a school employee will be referred to a special committee composed of the principal, the pastor, the regional supervisor and the Superintendent of Schools.

Any school employee who learns of a breach of confidentiality must immediately report that information to the principal and, in turn, maintain confidentiality.

It is the position of the Archdiocese that any person, whether or not employed by the Archdiocese, who in any way breaches confidentiality by disclosing the name of an HIV infected employee shall be liable as an individual for this breach and individually responsible for any penalties that may be levied. The school will not provide any defense or liability coverage for any acts that contravene the confidentiality laws mandated by the State of California.

## Conclusion

We, the pastor, administration, faculty, and staff of St. Bruno Catholic School, welcome you to our school community which is firmly committed to providing a quality Catholic education for your child. The success of our school community demands the commitment and dedication of the administration, staff, and parents to the philosophy and goals of the school. Thus, we ask you to read the following Agreement and to sign it as an indication of your acceptance of your obligations to the school community.

1. We understand the school is a Catholic, parochial school under the jurisdiction of the Archdiocese of Los Angeles. We accept therefore:
  - a. That the pastor of the parish is the ex-officio chief administrative officer of the school who carries out Archdiocesan policy, determines policies appropriate to the needs of the school.
  - b. That the principal is responsible for the immediate direction and supervision of the school program.
2. We understand that certain responsibilities require our continuous support if the school is to achieve its goals.

We agree, therefore,

- a. To participate at Mass at least weekly and to regularly participate in the sacraments and parish activities so that our children may have a sense of the importance of their faith commitment and community in their lives.
- b. To participate in the religion program, sacramental preparation program, and related activities in order to make the teaching of religion a reality in the lives of our children.
- c. To encourage our children to learn by providing the environment, space, and time suitable for home study.
- d. To abide by all school and Archdiocesan policies and regulations and to positively accept all disciplinary actions for non-compliance with these policies and regulations.
- e. To communicate respectfully with all school personnel at all times and to communicate to our child (ren) our positive support of school personnel and policies.



- f.** To promptly complete and return all forms and records necessary to comply with school, Archdiocesan, and state regulations.
  - g.** To attend all General Parent Meetings which occur during the school year and to respond to all requests for conference time.
  - h.** To abide by the Archdiocesan *Code of Christian Conduct Covering Students and Parents/Guardians*.
  - i.** To abide by all school policies as stated in the *Parent Student Handbook*.
- 3.** We understand that tuition and fees cover only a part of the total costs of providing education at St. Bruno Catholic School.

We agree, therefore,

- a.** To make regular and prompt payment of tuition and fees by the scheduled due dates.
- b.** To assist the fundraising efforts of the school by assuming the following responsibilities:
  - 1. Purchase SCRIP or E-SCRIP in an amount which generates \$300 profit for the school annually.
  - 2. Participate in Bingo by working the required 4 nights for a minimum of twenty (20) hours or be billed \$100 per hour for each unserved hour
  - 3. Participate in the annual Fish Fry fundraiser by working a minimum of ten (10) service hours or be billed \$100 per hour for each unserved hour
  - 4. Participate in the annual Parish Carnival by working a minimum of five (5) service hours or be billed \$100 per hour for each unserved hour.
- c.** To devote a minimum of 10 service hours to the school between September and January, and an additional 10 hours between January and June. Unfulfilled service hours will be billed at a rate of \$20 per hour.
- d.** To abide by the decision of the pastor should our circumstances lead us to request exemption from all or part of our obligations.



*(Form as shown will be printed and sent home separately in your family envelope)*



**St. Bruno Catholic School**  
15700 Citrustree Road

(562) 943-8812  
Whittier, California 90603-2499

*Working in partnership with families for the **total development** of our children  
so that they may grow in wisdom, age, and grace  
in the sight of God and the community.*

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

*(Please print except where signatures are required)*

### **Acceptance of Parent/Student Handbook**

Our family has read the current St. Bruno Catholic School Parent/Student Handbook. We have received a paper copy or in the interest of ecology read and/or downloaded at our request a copy from the St. Bruno Catholic School website.

We are aware of, understand, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended.

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

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

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

Print student names and grades:

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

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

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

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