

ST. PAUL DUAL LANGUAGE ACADEMY

AN ADVANTAGE FOR LIFE SINCE 1922



PARENT HANDBOOK

“F.A.I.T.H”

2025-2026

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Welcome to St. Paul Dual Language Academy

Greetings and welcome to the 2025-2026 school year at **St. Paul Dual Language Academy**. The faculty and staff are thrilled to have you join our family. This handbook outlines our school's policies and procedures and serves as a useful reference tool for you throughout the year. Your child will also receive a packet of important documents at the beginning of the school year, which should be reviewed and returned promptly. Maintaining open communication between school and home is crucial to the success of our educational program. To stay informed, please regularly check your child's gray Family Folder for updated information. We look forward to working together to provide consistent academic support to your child during their educational journey.

Sincerely,

Dr. Linda Guzman

The pastor and/or principal reserve the right to amend any and all of the contents of this handbook at any time. Parents will be notified of any changes through the Family Folder.

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SECTION I: GENERAL INFORMATION

STATEMENT OF SCHOOL PHILOSOPHY AND MISSION

True education aims at the formation of the human person with respect to his ultimate goal and simultaneously with respect to the good of those societies of which, as a man, he is a member and in whose responsibilities as an adult, he will share.

Document on Education-Vatican II

In accordance with the goals of Catholic schools in the Archdiocese of Los Angeles, **St. Paul Dual Language Academy** forms a Catholic educational community wherein human culture, knowledge, and ancestral heritage centered in faith, are shared in a spirit of freedom and love. This education endeavors to pave the way to Christian associations with other people so that genuine unity and peace may be promoted. This faith community strives to foster that growth in the students, which begets the fullness of Christian maturity.

The students are provided with a variety of learning experiences, which assist in overcoming the educational difficulties often found with the multi-cultural living situations of their Hispanic, Asiatic, African American, and European backgrounds. The students are encouraged to strive to attain their God-given potential through assiduous participation in the classroom and independent studies.

The holistic growth of the students evolves through positive and creative participation in the home, the Church, the school, and the community. In these settings, the students experience their dignity and personhood and learn to treat all people with charity and justice.

The faculty and administration believe that the attainment of the goals of the school philosophy is achieved only through conscientious fulfillment of shared responsibilities. The best interests of the students are furthered through constant home-teacher, teacher-student, parent-principal, and principal-student conferences, which are utilized to disclose the educational expectations and environments of the students, the school, and the family. The total growth of the student is the responsibility of the students, parents, school, the parish community, and the larger society.

CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS OR GUARDIANS

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

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

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

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- Any parent or guardian or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.
- Any parent or 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 his or her child in the school.
- These expectations for students and parents or guardians include but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

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

SCHOOL ORGANIZATION, STAFF ROLES, AND DEMOGRAPHICS

There are a total of ten full-time, certified faculty members of **St. Paul Dual Language Academy**.

The teachers have participated in a number of professional development in-services. These include *Accelerated Reader Workshop*, Religious Education, *T.I.P.* Training, *Teacher-to-Teacher*, *Virtus* Training, Language Arts in-service, *Writing Starz* Workshop, and testing seminars.

In addition, there are a total of five administrative personnel, including one after-school daycare teacher, secretary, maintenance, and security guard.

CONSULTATIVE SCHOOL COUNCIL AND PARENT ORGANIZATIONS

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

Parent Organizations

The main functions of the 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 the school and parents. The membership of the parent-teacher organization shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school.

The financial operation of a parent-teacher organization shall be governed by the regulations for financial operations as found in the 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 (see Administrative Handbook for Bylaws), the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998).

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



SCHOOL PERSONNEL

Principal, Dr. Linda Guzman

Pastor, Father Miguel Acevedos

Transitional Kinder	Judith Chavez
Kindergarten Teacher	Nayeli Dominguez
First Grade Teacher	Patricia Lopez
Second Grade Teacher	Kimberly Lucas
Third Grade Teacher	Jessica Hernandez
Fifth Grade Teacher	Mayleen Plazola
Sixth Grade Teacher	Giselle Mojica
Seventh Grade Teacher	Mia Sanga
Eighth Grade Teacher	Maria Dorantes
Principal	Dr. Linda Guzman
Administrative Assistant	Alma Calderon
Daycare & TA	Maria Romero
P.E	John Shaw
Maintenance	Harbor Building Maintenance
LAUSD Title 1 Math	TBA
LAUSD Title 1 ELA	TBA
Academic Counselor	TBA
CPLA Counselors	TBA

SCHOOLWIDE LEARNING EXPECTATIONS

St. Paul Dual Language Academy

SLE'S

F.A.I.T.H

F aithful C hristian	A cademically S uccessful	I nclusive	T houghtful and r esponsible m ember of the c ommunity	H as an ability to be s elf motivated
<u>Scripture:</u> "Rise in the presence of the aged, show respect for the elderly and revere your God. I am the LORD." (Leviticus 19:32)	"And by knowledge shall the chambers be filled with all precious and pleasant riches." (Proverbs 24:4)	"Therefore welcome one another as Christ has welcomed you, for the Glory of God." (Romans 15:7)	"For as in one body we have many members, and the members do not all have the same function, so we, though many, are one body in Christ, and individually members one of another. Having gifts that differ according to the grace given to us, let us use them: if prophecy, in proportion to our faith." (Romans 12:4-6)	"Whatever you do, work at it with all your heart, as you are working for the Lord, not for others." (Col.3: 23)
<u>Value:</u> To follow Christ always.	To value education and the opportunities it brings.	To be view everyone as children of God.	To understand that everyone contributes to his/her community through unique gifts and service.	To always seek the enjoyment and fulfillment of being a lifelong learner through self-motivation.
<u>School Rules:</u> <ul style="list-style-type: none"> ● Follows Christ's example by showing respect and care for others. ● Uses appropriate language. ● Attends mass with reverence. ● Forgives others and practices selflessness, while seeking and upholding the truth. 	<ul style="list-style-type: none"> ● Stays organized and completes all work in a timely manner. ● Follows all teachers' directions. ● Is attentive to detail and respectful. ● Strives to become a lifelong learner. 	<ul style="list-style-type: none"> ● Does not use words or actions to insult or put a classmate down. ● Greets classmates, teachers, staff, and visitors. ● Demonstrates respect towards a classmates culture. 	<ul style="list-style-type: none"> ● Cares and respects oneself and others. ● Responsibly completes assigned duties on time. ● Stands for what is right at all times. ● Demonstrates good stewardship by keeping the school clean. 	<ul style="list-style-type: none"> ● Pays attention. ● Is always prepared to do one's best. ● Comes to school on time. ● Models confidence. ● Is present and ready to serve.

HISTORY OF THE SCHOOL

Mission

St. Paul Dual Language Academy is committed to providing each student with meaningful Catholic Christian experiences in a safe environment that enhances a lifelong love of learning; promotes a positive self-concept; encourages responsibility, creativity, individuality, and good citizenship and service to others; and regards high expectations of all students as the standard.

Philosophy

We, the community of Saint Paul Dual Language Academy, guided by the living Spirit of Christ, promote the growth of the individual through the development of soul, mind, and body. We strive to develop in each individual a personal relationship with God and commitment to our Catholic Faith and the global community. We apply current methodologies to achieve growth for lifelong learning.

SCHOOL MAP, MASCOT, ETC.

The St. Paul Dual Language Academy sports teams are known as the Panthers. The school mascot is in the image of a panther's characteristics: confidence, pride, and fearlessness. GO, Panthers!!



Recess/Nutrition and Lunch Schedules

P.E Schedule

P.E Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
8:20-9:00 TK & Kinder	8:20-9:00 1 st & 2 nd grade	8:20-9:00 TK & Kinder	8:20-9:00 1 st & 2 nd grade	8:20-9:00
1:20-2:00 3 rd grade	1:20-2:00 5 th grade	1:20-2:00	1:20-2:00 3 rd grade	1:20-2:00 5 th grade
2:00-3:00 6 th & 7 th grade	2:00-3:00 8 th grade	EARLY DISMISSAL	2:00-3:00 7 th & 8 th grade	2:00-3:00 6 th grade

*Students may come to school wearing their P.E. uniform except for Friday mass days. All black shoes and shirts must be tucked in.

🍎 Recess/Nutrition and Lunch Schedules 🍎

2025-2026

	Regular Day	
	7:00 a.m.	Coach Shaw Arrives on Campus
	7:30 a.m.	Faculty Arrive on Campus *Morning Duty
	8:00 a.m.	School-Wide Prayer
TK&K	9:30 a.m.-10:00 a.m. (30 minutes)	Recess
1-2	9:40 a.m.-10:00 a.m. (20 minutes)	Recess
3-5	10:10 a.m.-10:30 a.m. (20 minutes)	Recess
6-8	10:35 a.m.-10:55 a.m. (20 minutes)	Recess
TK & K	11:30 a.m.-12:00 p.m. (eat) 30min. 12:00 p.m.-12:30 p.m. (play) 30 min.	Lunch
1-2	11:35 a.m.-12:00 p.m. (eat) 25min. 12:00 p.m.-12:25 p.m. (play) 25min.	Lunch
3-5	12:00 p.m.-12:25 p.m. (eat) 25min. 12:25 p.m.-12:50 p.m. (play) 25min.	Lunch
6-8	12:25 p.m.-12:50 p.m. (eat) 25min. 12:50 p.m.-1:15 p.m. (play) 25min.	Lunch
	3:00 p.m. (3:00-3:15p.m)	Dismissal (Except Wednesday)
	2:00 p.m.	Wednesday Early Dismissal
	3:15-4:00 p.m.	A.S.E.P After-School Enrichment Programs & Clubs
	3:30-6:00 p.m.	Daycare

SOME SPECIFIC EXAMPLES OF LIVING THE STUDENT STANDARDS:

Building

1. Students walk to classes.
2. Students observe silence in the yard and in the bathrooms during class hours.
3. Students enter the building at unscheduled times only with permission.
4. Students never chew gum in the building or in the yard.
5. The student and his/her family accept financial liability for any damage done by the student to school or personal property.

Classroom

1. Every student keeps his/her desk in good order.
2. Students share the tasks required to keep a neat and orderly classroom.
3. Students follow the classroom regulations and routines required by the teacher.
4. Students work neatly and keep clean work folders and covers on all textbooks.
5. Students do not visit websites that are not allowed by the teacher.
6. Students do not use their ipads/laptops to chat during school hours.

Yard

1. Students choose to and participate in an organized game during recess and lunch.
2. Students play in areas that allow fair space for other games.
3. Students leave the schoolyard only with the permission of a teacher.
4. Students go directly home after school. Only those who are authorized and under supervision may remain in the building or yard after 3:00 pm.
5. Students keep the yard free of litter.
6. Students use athletic equipment wisely. Only members of school teams, who are with their coach, may use equipment after school.
7. Students never climb fences and gates.

General

1. Students are courteous, cooperative, and helpful to everyone.
2. Students bring a written note from a parent to the teacher after every absence.
3. Students are in line when the first bell rings for opening prayer at **8:00** a.m.
4. Students wear the correct school uniform and are well groomed at all times. (See Dress Code)

Playground Supervision

No supervision is available before 7:00 AM or after 3:15 PM. Parents are urged to see that their children are not left on the grounds before 7:00 AM or after 3:15 PM. The only exceptions to children remaining on the grounds after school are those who participate in after-school activities and in our After School Enrichment Program. Teachers supervise the playground during the school recess and lunch periods.

Calendar

Updated monthly calendar for the following month will be sent home in the Family Folder at the end of each month. The calendar is also available online on the school website.

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

SAFE ENVIRONMENT TRAINING FOR CHILDREN AND YOUTH

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

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

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

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

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

Revised August 20, 2007

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

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent.
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Staff members/faculty/volunteers must avoid assuming the role of a "father or mother figure" which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows.
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian.

- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.
- Parent or guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not these requirements.

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

Revised August 20, 2007

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

CODE OF CONDUCT FOR STUDENT WORKERS/VOLUNTEERS

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

As a student volunteer I will:

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

As a Student Volunteer I will not:

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

- Use discipline that frightens or humiliates a child/youth
 - Touch a child/youth in a sexual, overly affectionate or other inappropriate manner
 - Sexually harass, request sexual favors from, or make sexually explicit statements to anyone
 - Place myself in a situation where my interaction with a child/youth cannot be witnessed
 - Participate in private visits, parties or other activities with the children/youth unless approved by my supervisor
 - Accept gifts from or give gifts to children/youth in my care without approval from my supervisor
 - Tolerate inappropriate or bullying behavior by a child/youth towards another child/youth
- 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: _____

Signature of Parent or guardian: _____ Date: _____

Signature and Title of Witness: _____ Date: _____

PARENT/STUDENT COMPLAINT REVIEW PROCESS

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

School Level

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

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

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

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

Department of Catholic Schools Level

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

SECTION II: ADMISSION AND ATTENDANCE

ADMISSION AND ATTENDANCE

GUIDELINES FOR ADMISSION TO ELEMENTARY SCHOOLS

- Preferences shall be given to active members of the parish
- Under Archdiocesan guidelines for financial considerations, the optimum number of students per classroom is 35
- The recommended age for kindergarten students is five 5 years of age on or before September 1, but required by December 1
- The recommended age for first grade students is six 6 years of age on or before September 1, but required by December 1, unless waived by the principal
- All students must comply with current California immunization and health requirements prior to enrollment
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to meet the educational and financial needs of all students
- The pastor and principal will review a students' continued eligibility for enrollment in the parish school
- Each school shall establish procedures for admission and enrollment

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.

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.

- **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.

*Note: In addition to the policy stated above, the school has its own extended absence policy, which is provided in the **Appendix**.*

- **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. **No child is to leave the schoolyard for any reason without permission.**

- **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. Student is subject to a detention after three tardies.

Note: The times fixed by the school are provided to parents and students in the Parent-Student Handbook.

- **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.

COMMUNICATIONS PROCEDURES

The following are means of communication being used by **St. Paul Dual Language Academy**:

- **Two Orientation meetings:** The first is *Back to School Night* held in the auditorium for all parents with Dr. Guzman. The classroom orientation is held in each classroom on another night in order to acquaint the parents with the teachers, classroom expectations, curriculum, and classroom procedures.
- Parent-Teacher conferences are held for all grades twice a year. Frequent communication is very important to ensure the best results in the education of a child.
- Newsletter/Bulletins and Calendars are sent home frequently to update parents on school activities.
- Progress reports are issued throughout the school year and will be stated on the school calendar.
- Report cards are issued per trimester after the close of each trimester
- Family Folders are issued to the oldest child in each family. Almost all important information will be sent home in this folder. The folder is to be signed and returned to school the next day. Using this system assures the teacher that you received the information, whether or not you had time to respond.
- The school website is: www.stpaulschoolla.org
- The secretary's email address is: secretary@stpaulschoolla.org
- The principal's email address is: principal@stpaulschoolla.org

ARRIVAL/DISMISSAL PROCEDURES, TRAFFIC

The following policies have been established as a result of teachers' and parents observations during the past years:

- Parents are asked to not park for dismissal unless visiting the school. Otherwise, they must join the car pick-up line. Little children are hard to see between waiting cars, and the inconvenience is little considering the possibility of an injured child.
- Cars should be parked in a parking spot.
- Drivers are asked to observe a five-mile-per-hour speed limit after school hours.
- Parents are asked to insist that their children inform them if they plan to visit a friend after school.
- Encourage your children to refuse rides from anyone without your consent. The office should be informed whenever a person other than the usual carpool is to pick up a child. We will be happy to advise the child of a change in plans. This also helps us to alert the teacher on duty to permit the child to leave with the proper person. Principal/teacher must be notified via email.
- We request that all children walking home leave promptly. It is safer for the children to walk home in groups. Children who do not walk home are asked to wait inside the school gates under the supervision of a teacher.
- If children are taken out of school before 3:00 PM dismissal, parents must get a release slip in the office, and have the teacher sign the release, which is given to the security guard as they leave the school grounds.
- Parking is available in the parking lot nearest to the church. **Please do not obstruct traffic or endanger**

children by parking or standing in aisles or near the school's gate. The pick-up process is the same. **Please do not drive fast, play loud and/or obscene music, honk, or loud engine noises.** Drivers must enter on Bronson Avenue and exit onto Washington. This procedure is for your child's safety. Please drive slowly-3 mile-per-hour and carefully. Those who refuse to consistently refuse to cooperate, or jeopardize anyone's safety, especially children and parent volunteers, may be prohibited from entering St. Paul property for the time determined by the principal. Applicable fines and/or a report to the Los Angeles Police Department may follow.

- If the parish gate is closed, pull it open and enter. Park inside and close the gate. Do not leave the parish gate open.

SECURITY PROCEDURES

DROP OFF/PICK UP

Parking/traffic-Every parent, guardian, or carpool driver is expected to follow the procedures for dropping off or picking up students. Parent cooperation is vital in assuring the safety of our children.

Children are to enter the gate in the morning and come directly to the auditorium. Children are to leave the grounds immediately after school and walk directly home.

Skateboards, skates, including wheelies and bicycles, are strictly prohibited on school grounds at any time. The school cannot assume responsibility for injuries resulting from violation of this rule. Students who bring skateboards/bicycles can walk with them to the gate and store them in the designated areas.

LOST AND FOUND

All items of clothing and book bags should be marked for proper identification. The Lost and Found is located in **the office**. Articles may be claimed after school. Lost articles will be kept for a reasonable period of time. All unclaimed articles will be given away.

VALUABLES

Valuable items (jewelry, wallets, and keys) are turned into the office and are kept there until claimed.

SCHOOL PROPERTY

Students are expected to be responsible for all textbooks, library books, desks, and school property issued to them. Students are expected to pay for property, which is lost or damaged.

STUDENT PROPERTY

Students in the HSP are expected to take care of their laptops and tablets. The school is not responsible for any lost or damaged items. Items should never be left unsupervised or in unlocked lockers.

PARENT/GUARDIAN RIGHT OF VISITATION

If a person or friend/relative wishes to visit the school, it is mandatory that the office be notified before going to a classroom or out to the yard. *Parents are asked not to disturb classroom instruction for any reason.* Any notices or emergencies should be handled through the office. We wish to protect our children from intruders and require that every parent cooperate with this policy.

AFTER SCHOOL ENRICHMENT PROGRAM (ASEP)

St. Paul Academy offers an After School Enrichment Program, which is available for students from 3:15 PM until 3:30 PM. Daycare is from 3:30 PM to 6:00 PM. Activities include art projects, educational games, homework help, outdoor playtime, and/or computer time. Please contact the office for sign-up and fees.

Parental Responsibilities for After School Enrichment Program and Daycare:

- Pick up or have the child picked up by 6:00PM (\$15 overcharge for every 15 minutes after 6 PM).
- If there are any changes in names of persons whom you authorized to pick up your child, you must notify the office or daycare supervisor immediately. The authorized person must come in and sign the child out, or the child will not be released.
- ASEP contracts are sent home in beginning of school year packet.
- Must pay fees by the first of each month.
- Inform the office of absences

We are able to provide this program for you and your children for such low fees by keeping administrative and bookkeeping costs at a minimum.

WORK PERMITS

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

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

A copy of the signed work permit must be kept in the student's file. For additional information and forms see

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

PRIVACY AND ACCESS TO RECORDS

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

Pupil Records

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

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

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

Directory Information

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

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

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

Verbal/Written Confidences

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

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 shall 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 will remain at the school.

A record of the transfer, the reason for the transfer, and the name of the school to which the student is

transferring or entering after graduation should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Register.

Official transcripts are not given to students or parents. 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.

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.

SECTION III: ACADEMICS/CO-CURRICULAR ACTIVITIES

CURRICULUM OFFERINGS

The teachers of **St. Paul Dual Language Academy** follow the Archdiocesan curriculum, which includes instruction in the following areas: Religion, Family Life, Social Studies, English, Reading and Literature, Spelling, Handwriting, Mathematics, Science, Health, Physical Education, Art, and Music.

Achievement tests are administered annually in order to assess the academic standing of each student and to project students needs.

The Religious Education Outcome Inventory (R.E.O.I) is administered to the eighth grade, and the R.E.D.I. is administered to the fifth grade each year to evaluate our religious programs.

RELIGION PROGRAM & EXPECTATION

Student Body Mass Each month is set aside for a Student Body Mass. Grade 4-8 alternate in preparing the liturgy. All students attend Mass on holidays that fall during the school week.

Confession The sacrament of Penance is available. Please contact the parish for times & dates.

First Holy Communion is received by the children in the third grade (parish members). Special details regarding parent meetings are sent home by the teacher in charge. New students must attend **two full years** of Catholic School to receive the sacrament.

Altar Boys/Girls Their training is under the direction of our priests. Duties include the serving of daily and Sunday Mass, weddings, funerals, and devotions. Parents are urged to see that their children fulfill their assignments in service to the church.

May Procession Each May the students honor Our Blessed Mother in a formal procession. The parish family is invited to participate in the service.

GRADUATION REQUIREMENTS

In order to graduate from the eighth grade at **St. Paul Dual Language Academy**, students must successfully complete the requirements set by the Los Angeles Archdiocese and the State of California. Students cannot have a failing grade in any subject to graduate. Financial clearance is required to graduate. A student will not walk if he/she has a financial balance. Tuition must be paid by June 1st. No exceptions. 8th graders must attend educational field trips like retreats to participate in the Knotts trip. 8th graders who completed HSP are eligible for the honor of Valedictorian and Salutatorian.

Criteria for Valedictorian & Salutatorian:

1. 8th grade grades & STAR Data
2. Conduct (no detentions allowed)
3. Student Council (leadership)
4. The HSP teachers and principal will examine grades, conduct, student council, and transcripts.

Kinder graduates must have financial clearance to graduate. Tuition must be paid by June 1st. No exceptions.

Graduation fees are non-refundable.

ACADEMIC PROBATION/RETENTION/TRANSFER

See grading and discipline sections.

TESTING AND ASSESSMENT

Testing and assessment at **St. Paul Dual Language Academy** are comprehensive, including many different types of assessment. In addition to standard tests, including textbook and teacher-created tests, students are evaluated on a variety of projects, oral presentations, cooperation in group activities, and impromptu quizzes. Teachers will review this process for parents at back-to-school meetings and at the mid-year parent/teacher conferences.

HOMEWORK

Homework is given Monday, Tuesday, Thursday, and Friday nights in preparation for tests and quizzes. No Homework is given on Wednesdays to promote family night activities.

Homework assignments are given to the child for the following reasons:

1. To reinforce skills learned in school.
2. To allow the child to work independently.

Parental Guidance with Homework

- Provide a desk or table in a quiet place.
- Do not permit television, radio, phone calls or other interruptions.
- Schedule a regular time for study.
- Supply reference materials when possible.
- See that the child uses study time effectively. Time allotments are based on concentrated attention to homework.
- Impress upon the child the importance of completing homework assignments. (Avoid undue pressure)
- Show an interest in the work, but do not do the work for the child.

GRADING

Promotion/Retention

If in the teacher's judgment retention is probable, the principal is notified and a parent conference is set up prior to the second semester. Promotion is based on a child's age, maturity, and academic achievement.

It is required that students with 'D's, and 'F's in their final report card attend Summer School.

Report Cards (Trimesters)

Report cards are issued three times a year. If a student is absent during the report card period, his/her grades will be withheld unless work is made up. If a parent or guardian wishes to discuss a child's marks, an appointment must be made with the teacher. No conferences will be held without a confirmed appointment, which will take place outside of regular school hours.

Complaints or grievances on the part of the parents should be directed to the classroom teacher before approaching the principal. Complaints may be discussed calmly but never in the presence or hearing of a student.

“Every parent, guardian, or other person who upbraids, insults, or abuses any teacher of the school, in the presence or hearing of a pupil is guilty of a misdemeanor.” (Education Code 44811)

Interpretation of Grades

The teacher generally uses the following standards as a guide in making out the report card:

- Tests and Quizzes
- Class participation (seatwork and discussion)
- Home and daily class assignments
- Projects
- Effort to improve

All areas concerned with achievement are considered important when determining a child's grade. A student who produces quantity without quality or quality without initiative would not qualify for a better-than-average grade. A student maintaining a D average in any subject should attend Summer School.

Outstanding school balances must be met before grades are released. Progress reports/report cards require financial clearance.

HONORS/AWARDS

HONOR ROLL REQUIREMENTS

First Honors Requirements:

3.6 - 4.0 Average in: Religion, Math, English, Spelling, Social Studies, Science, and Reading/Literature.

A	95-100	C+	80-84
A-	93-94	C	75-79
B+	90-92	C-	70-74
B	87-89	D	65-69
B-	85-86	F	0-64

All Grades 1-8

7 A's

6 A's and 1 B

5 A's and 2 B's

4 A's and 3 B's

No C's

Second Honors Requirements:

3.0 – 3.5 Average in: Religion, Math, English, Spelling, Social Studies, Science, and Reading /Literature.

All Grades 1-8

3 A's and 4 B's

2 A's and 5 B's

1 A and 6 B's

No C's

Note: For both, First and Second Honors, A's in PE, Music, Art, Conduct, and Effort are not included; however, students must get no less than a B in these subjects. Detention disqualifies students from the honor roll.

BREAKFAST/LUNCH PROGRAM

St. Paul Dual Language Academy has a government-sponsored Hot Lunch Program available to students. Lunch may be purchased every two weeks as indicated on the school calendar. The Federal Government, based on family income determines fees. Special forms are sent home with each child at the beginning of each school year. Please read these forms carefully.

Children may bring their lunches to school if they do not want the hot lunch. Students are not allowed to use the teachers' microwave oven located in the teachers' lounge.

Parents are asked to bring all forgotten lunches to the office with the name and grade clearly marked. These will be delivered to the classroom before lunch by student monitors. Please do not disturb classroom instructions by going to the rooms.

Lunch fees must be paid prior to receiving services. Lunch will not be served to students who have not paid in advance.

FIELD TRIPS AND EXCURSION POLICY

Educational Field Trips Teachers and classes may plan several field trips throughout the school year. These trips are an educational experience, which involves preparation and follow-up activities. After obtaining permission from the principal, the teacher makes all the necessary arrangements. No student may attend a field trip without a written permission slip from his/her parents. Fees vary according to expenses, including, but not limited to: bus rental, insurance, and entrance fees. Forms will be sent home with students to be filled out and returned with fees included before each field trip. Parents who do not pay the fee and/or have permission to attend may not show up on site. Parents that do not respect this rule may not interact with the school group. The teacher and/or principal may regulate who can attend trips depending on student conduct.

FIELD TRIPS AND TRANSPORTATION

FIELD TRIP POLICIES

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

Schools may plan field trips for one or more days, including overnight field trips. Schools, at their option, may decide not to offer overnight field trips. All field trips, whether day or overnight must comply with the following requirements:

- Prior permission of the principal
- Preparation, follow-up, and specific educational goals for students
- Signed and dated Student and Youth Activity Permission Forms and Emergency Medical

Authorizations from parents All Permission and Authorization Forms must be in the possession of the supervising adult during the trip

- All participants should have appropriate identification and travel documents
- All archdiocesan policies on safe environment must be followed, including background checks for vendors providing the trips, as applicable.
- For trips outside the 100-mile radius of the school, guidelines must include consideration of the ability of parents to incur cost, the financial impact of the trip on other school fundraising activities and class work missed by students
- State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips. First aid kits must be carried in all vehicles transporting students to school sponsored activities. Student emergency information must be immediately available to the supervising adult. At least one adult chaperone shall be in possession of a cell phone. A snake bit kit must be included in any area where there may be poisonous snakes.

TRANSPORTATION POLICIES

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



STUDENT AND YOUTH ACTIVITY PERMISSION FORM

LOCATION:

Minor's Name: _____

Address: _____

Date of Birth: _____ Male: Female: Grade: _____

Activity: Field Trip: Retreat: Other:(specify) _____

Date(s) of Activity: _____ Cost: _____ \$

Purpose: _____

Description of Activity: _____ Walk _____ CarPool _____ Bus _____ Seating (specify) _____

Teacher/Adult Leader: _____ Attire: _____

I request that my son/daughter be permitted to participate in the above activity. My son/daughter has no medical condition that would render it inappropriate for him/her to participate in this activity.

Should it be necessary for my son/daughter to take medication while participating in this activity, I hereby give my son/daughter permission to self-administer his/her medication in accordance with the Medication Authorization and Permission Form, and if my son/daughter cannot self-administer, I give permission to the responsible staff members or chaperones to administer or to assist in the administration of my son/daughter's medication. I also give permission to the responsible staff members, chaperones, medical practitioners, and medical facilities to use their judgment in obtaining and providing medical treatment for my son/daughter should it become necessary to do so. I agree to relieve the Location and participating adults from liability in connection with this request. I understand that the insurance benefits through the Location, if any, may have limited application and that I am entirely responsible for the cost of all medical treatment provided to my son/daughter. I agree to indemnify and hold the Location harmless from the cost of any medical treatment and related expenses and costs incurred.

Release of Liability: As a condition of participating in this activity, I hereby hold harmless, release and discharge The Roman Catholic Archbishop of Los Angeles, a corporation sole, Archdiocese of Los Angeles Education & Welfare Corporation, and the Location, their respective agents and employees and any parent/volunteer/chaperone, from any and all liability, loss or claims for personal injuries, wrongful death or property damage that I or my son/daughter may suffer as a result of participation in the activity described above.

Parent/Guardian _____

Date _____

Home Phone _____

Cell Phone _____

Work Phone _____

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

Name: _____ Phone: _____

Health Insurance Company: _____ Policy No. : _____



Archdiocese of Los Angeles Medication Authorization and Permission Form

Location:

Part A to be completed by a licensed physician unless copy of prescription and original prescription bottle is provided containing the information requested in Part A.

I hereby request that my son/daughter be allowed to take the following medication(s) at the Location identified above and/or at a Location sponsored field trip, event or activity.

Last Name of Minor First Name Sex Birth Date

Name of Medication:

Physician's Instructions. (Complete where applicable) Purpose of Medication or Diagnosis

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

Please notify this office if patient misses medication Yes No

Medication may have adverse effects (explain) -----
- Special instructions and/or comments: ----

Print Name of Licensed Physician Signature of Licensed Physician Date

Physician Address and Phone Number

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

Parent/Guardian Name: _____ Emergency phone number: _____

Parent/Guardian Signature: _____ Date: _____

ARCHDIOCESE OF LOS ANGELES ADULT CONSENT AND RELEASE FORM

LOCATON: _____

ACTIVITY: _____

DATE AND PLACE: _____

LIABILITY RELEASE, INDEMNITY AND PROMISE NOT TO SUE:

I, the undersigned below, in consideration of my participation in the Activity described above and any related activities (the "Activity"), wherever the Activity may occur, acknowledge that I am aware that my participation in the Activity may result in bodily injuries and/or death. I freely assume for myself and on behalf of my heirs, executors, administrators and next of kin, all risks incidental to such participation and hereby release, covenant not to sue, and forever discharge the Location, The Roman Catholic Archbishop of Los Angeles, a corporation sole, the Archdiocese of Los Angeles Education & Welfare Corporation and their employees, agents, volunteers and representatives ("Released Parties") of and from all liabilities, claims, actions, damages, costs and expenses of any nature arising out of, related to, or in any way connected with my participation in the Activity and/or any such related and associated activities, and further agree to defend, indemnify and hold each of the Released Parties harmless from and against any and all such liabilities, claims, actions, damages, costs and expenses including reasonable attorneys' and expert's fees and costs. I understand that this Release, Indemnity and Promise Not to Sue includes any claims based on the negligence, action or inaction of any of the Released Parties and covers bodily injury (including, without limitation, death), property damage, and loss by theft or otherwise suffered by me either before, during or after participation in the Activity. I declare that I am physically fit and physically and emotionally capable of taking part in the Activity and/or any such related and associated activities. I further authorize medical treatment for me, at my cost, if the need arises.

AUTHORIZATION AND RELEASE TO USE LIKENESS: I further grant the Released Parties the right to photograph and/or videotape me and further to display, use and/or otherwise exploit my name, face, likeness, voice, and appearance forever and throughout the world, in all media, whether now known or hereafter devised (including, without limitation, in online web casts, television, motion pictures, films, newspapers, and magazines) and in all forms including, without limitation, digitized images, whether for advertising, publicity, or promotional purposes, including, without limitation, publication of Activity results and standings, without compensation, reservation or limitation.

MISCELLANEOUS: This Release shall be governed by the laws of the State of California, and any legal action related to or arising out of the subject matter herein shall be commenced exclusively in the Superior Court in and for Los Angeles County, California. I certify I am eighteen (18) years of age or older. If any provision of this Release shall be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this Release and shall not affect the validity and enforceability of any remaining provisions.

I HAVE READ, UNDERSTOOD AND ACCEPT THE CONDITIONS OF THIS (i) LIABILITY RELEASE, INDEMNITY, AND PROMISE NOT TO SUE, AND (ii) AUTHORIZATION AND RELEASE TO USE LIKENESS.

Participant Name

Date

Participant Signature: _____

Emergency Contact Name and Number:

SUMMER SCHOOL

Summer School is offered to all grades TK-8 and to incoming Kinder graders. Summer School begins directly after the regular school year. It is highly recommended that all students attend Summer School to ensure a smooth transition between grades and to minimize loss of knowledge over the summer. The principal is responsible for the overall administration of the summer program, although she may delegate day-to-day operations of the program. **St. Paul Dual Language Academy** welcomes all students to participate in summer school, whether they attend **St. Paul Dual Language Academy** or other schools during the regular school year.

SUMMER PROGRAMS

The principal is responsible for the overall administration of all summer programs. All archdiocesan policies apply 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

ELECTRONIC COMMUNICATIONS POLICY

Computers are available during designated lab time. **St. Paul Dual Language Academy** complies with the Child Internet Protection Act. Our content filter is SonicWall, which blocks objectionable material and pop-ups. Students and parents are required to sign an agreement for the proper use of computers and other electronic equipment during school hours. (See the information and forms packet distributed at the beginning of the year) It is important for students to follow these guidelines to protect equipment and to ensure their safety. Students are not allowed to download any material from the Internet, to change anything on the desktop or CPU, or visit websites not assigned by the teacher. Students may not access email accounts nor contact anyone on the Internet unless it is part of a specifically assigned project assigned by the teacher.

Students are not allowed to bring cell phones, iPods, Radios/headphones, tape recorders/pager/cell phones/cameras/ electronic games/hand-held computer games, or other electronic equipment to school without permission from the teacher and the office. An exception is the possession of USB flash drives, memory sticks, or other peripherals used for data storage as needed for classroom assignments.

Computer Acceptable Use Policy (AUP) Agreement

Computers are an academic learning tool. All members of the St. Paul Dual Language Academy community must understand that this tool should be used to reflect strength of character, good judgment, common sense, and integrity. All members of the St. Paul Dual Language Academy community are required to follow the Acceptable Use Policy (AUP) when using desktop computers, laptops, and the network.

Student Responsibilities:

- Bring laptop with fully charged battery, charging unit, and case to school on the day assigned.
- Do not let anyone use the computer other than your parents or guardians.
- Computers should only be used with teacher's permission and for educational purposes.
- Sound must be muted at all times unless instructed by the teacher for classroom purposes.
- Back up your data.
- Keep laptop in your locker when it is at school and not in use.
- Report any problems, damage, or theft immediately to a faculty member.
- Adhere to St. Paul Dual Language Academy Acceptable Use Policy (AUP) at all times. When in doubt, ask a faculty member of the school.

Unauthorized or inappropriate use of desktop computers, laptops, or the network include, but are not limited to, the following activities which will result in disciplinary action:

- Engaging in illegal activity.
- Accessing or transmitting offensive materials (hate mail, violence, pornography, etc.).
- Creating or forwarding inappropriate material (mean-spirited, racist, pornographic, false, etc.).
- Using inappropriate media as a screensaver or wallpaper.
- Using, accessing, or modifying another user's account without their permission.
- Engaging in any actions that deliberately disrupt network service or damage equipment or data.

St. Paul Dual Language Academy makes no guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data. St. Paul Dual Language Academy is not responsible for any damage or loss of laptop. Signing the contract means you (the parent and student) understands that St. Paul Dual Language Academy will not replace any lost or stolen laptops.

St. Paul Dual Language Academy faculty will have authorization to check the "history" of what is being looked up. Students may be selected at random to provide their laptop for inspection.

Teachers may set additional requirements for computer use in their classroom.
I have read and understand the information provided on this sheet.

Student Signature

Date

Parent/Guardian Signature

Date

Teacher Signature

Date

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. Schools do not assume the responsibilities proper to the family and to society. Schools may not assume the responsibility for psychological counseling or therapy because they are not qualified or licensed to provide such counseling or therapy. Schools may engage in the following activities in addition to providing classroom instruction:
 - Provide advice regarding academic subjects and student progress in school;
 - Give limited guidance to students who present with non-academic personal issues or situations;
 - Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities;
 - Provide career counseling through career information centers and plan periodic career days or career sessions during which students meet representatives of different professions;
 - Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the

principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent or guardian's expense.

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

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

ATHLETICS, ACTIVITIES, AND STUDENT PROGRAMS

Physical Education (PE)

St. Paul Dual Language Academy students are directed for one hour or more weekly in P.E training. P.E. uniforms and laced, soft-soled sports shoes are required for all students on their P.E. day. If a child is without a P.E. uniform 3 or more times in one trimester, a note must be sent to the principal in order for the child to be readmitted to P.E. classes.

A student will not be excused from P.E. without a parent's note. If there is a medical problem, P.E. teachers **MUST** be notified.

If a student is absent from P.E. classes for a prolonged time, he/she may see the P.E. teacher for extra credit work to offset the absences.

Extracurricular Sports

To be eligible scholastically to play any sport, a student must maintain a "C" average in all school subjects. Students must have a "C" in conduct and effort and no grade lower than a C in all grades (academic) to play in a team. A student who gets a "C-", "D" or "F" in any subject is on academic probation and may not practice with the team or suit up at team games for a one-week ineligibility period (to include one weekend). A specified review date will be set. Then, a faculty member will review the student's grades to see if they have been brought up to the required level. A faculty member may take a student out of a sport for grades at any time for at least two weeks (at a time).

Students in grades 4-8 grade are involved in our after-school sports program.

These activities include:

1. Girls/Boys Volleyball
2. Girls/Boys Basketball
3. Cross Country
4. Soccer

We ask parents to encourage their child/children to participate in sports. Parents are asked to volunteer, especially in transportation.

Educational Activities and Clubs

Students are asked to participate in various activities and clubs. These activities and clubs include:

Student Council

Fellow students elect candidates from grades 5-8 for the Student Council. In order to run for office, they must meet certain qualifications and have a signed statement from their teachers and the principal. Student Council is one of the most important activities within the school because it helps provide Christian leadership training. While Student Government provides services to the school, church, and community, it also develops a sense of responsibility in the students and enables them to become more effective leaders in the democratic process.

PARENT'S AUTHORIZATION FOR PUBLICATION OF STUDENT WORK/PICTURES

This form is sent home with packet at the beginning of the school year.

All parents must sign authorization for publication of student work or pictures in the newsletters, yearbook, and/or on the school website. This permission is important in order for the school to develop the yearbook and newsletters. If you have any questions, please direct them to your child's teacher.

Parent's Authorization to Use Child's Image, Name, Voice and/or Work for Non-Commercial Purposes

This section to be completed by Archdiocese/School/Parish

Archdiocese/School/Parish:

Class/Activity:

The Archdiocese/School/Parish intends to use your child's image, name, voice and/or work for the following non-commercial purposes (describe class/activity, date(s) if applicable):

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

This section to be completed by Parent/Legal Guardian:

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

Please initial the applicable boxes

Image/visual likeness: [] yes [] no Voice: [] yes [] no
Name: [] yes [] no Work: [] yes [] no

I understand and agree that my child's image, name, voice and/or work (the "Personal Information") will be used for the particular reasons identified above. I further understand and agree that the Archdiocese/School/Parish may use the Personal Information for other non-commercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research.

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

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

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

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

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

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

Signature: Date:
Print Name: Relationship to Child:
Address: Telephone:
Name of Child: Age:

SECTION IV: TUITION AND FEES

TUITION AND GENERAL FEES

Introduction

We believe that tuition payments are an investment in your child's education and religious formation. Therefore, **St. Paul Dual Language Academy** accepts the responsibility for recommending to the Pastor policies concerning the amount of tuition, the manner of payment, and in general, the development of policy in this area of concern. Furthermore, it is the responsibility of the school to ensure that adequate financial resources are available for the families, and that enrollment is as available and affordable as possible to all families.

TUITION COLLECTION, PAYMENT PLANS, AUTOMATIC DEDUCTIONS

Our commitment to the future excellence at **St. Paul Dual Language Academy** requires that changes be made in our current financial structure. We are continually working to develop our school programs as we strive to meet our commitment to excellence in all aspects of our school.

Our school's tuition collection will be managed through the TADS TUITION MANAGEMENT PLAN. "TADS" is a Management Plan used by many Catholic schools throughout the country. It utilizes an automatic bank payment paid on your behalf. This process may be made from a checking or a savings account. These changes in the school tuition payment policy and the use of TADS are being done in an effort to improve the financial stability of our school and to ensure a financially and educationally sound institution for your children and generations to come. **For those parents making monthly tuition payments in the office, there will be a monthly \$50 processing fee.**

Each family's preferred manner of payment must be submitted each year at the time of student registration. Unless indicated, payment will be submitted using the TADS Tuition Management Plan. Options for payment shall include:

A. Full Payment: Under this plan the entire amount of tuition is paid directly to the school on or before August 1st.

B. Monthly Payments: Under this plan the entire amount of tuition is paid monthly over a ten (11) month period. Through this plan, the family authorizes the bank to transfer the tuition payment from a checking or a savings account on either the 5th or the 20th of the month. There is an annual fee of \$50 for this deferred payment plan. **Families that opt to pay in the office have a \$50 additional fee in tuition monthly.**

***Any hot check will incur a \$25 extra fee. Student/s will be suspended if tuition is late for two months in a row. No child may have a balance of two month's worth of tuition. No exceptions.**

8th grade graduates and Kinder Graduates last tuition will be deducted through TADS June 1st.

Registration Fees

A separate *non-refundable* registration fee is paid to the school for the following year. Please check the monthly calendar for the due date.

School Supplies

All students are required to purchase and use supplies listed by each classroom teacher.

ITEMS NEVER ALLOWED IN SCHOOL OR ON FIELD TRIPS

- Radios/headphones
- Skateboards/roller blades/wheelies/bicycles
- Water caps or toy guns of any sort
- Balloons/water balloons (except with teacher's permission)
- Trading cards or magazines (unless assigned by the teacher)
- Tape recorders/pagers/cell phones/cameras (except with teacher's permission)
- Gum/hair spray/cosmetics
- Electronic games/handheld computer games (except with teacher's permission)
- Whiteout or correction fluid in bottles (whiteout pens may be used)

*Items will be confiscated by the office and kept for the remainder of the school year. When in doubt, ask the homeroom teacher. The principal will make all final decisions.

PARENT SERVICE AND FUNDRAISING REQUIREMENTS

Parent Teacher Organization

Parents are encouraged to join **St. Paul Dual Language Academy** in supporting students through active membership in the St. Paul Parent Teacher Organization. Education is a team of effort, and we are proud to work with parents through the PTO.

Fundraising

School funds continue to be a challenged in most private Catholic schools. Therefore, **St. Paul Dual Language Academy** conducts fundraising drives, which includes chocolate sales, Christmas tree sales, raffle ticket sales, among others. These funds assist in making school-wide improvements, purchases of materials, books, and important equipment, and securing teacher salary. The school also continues to seek additional grants and other funding sources to ensure the continuity of other projects and programs and providing updated and accessible tools and equipment for the school community.

- All parents are members of the PTO. Each family pays \$8.00 P.T.O fee. ***Mandatory (Pending the establishment of a PTO).***
- Each parent must give 25 hours of services to the school. If you cannot provide this service, you must give \$375 for the year. ***Mandatory***

You can get credit for this service to the school in many different ways:

- Parents' meetings =1 hr. credit.
- PTO meeting = 1 hr. credit
- Donations =1 hr. for every \$15 spent. Keep receipts for proof of purchase. **Must be approved by principal.**
- Chaperones for field trips = the teacher will give you service hours credit.
- Helping in the classroom during school sponsored activities and events = the teacher will give you service hours credit.

COSTS/FEES, IF ANY, FOR FIELD TRIPS, LABS, SUPPLIES, SPORTS, ETC.

Additional fees may be charged by classroom teacher for special projects and activities related to specific curriculum requirements. These will be determined according to expenses. Please contact student's teacher regarding these fees.

TUITION ASSISTANCE

Financial Aid is available for those who qualify. CEF Scholarship applications are available in January for the following year. **PLEASE APPLY! THIS IS A WONDERFUL OPPORTUNITY!!**

TUITION DELINQUENCY

School families failing to pay tuition according to the agreement that they have made with the school or who have been unwilling to make suitable alternative arrangements with the school will be informed that their child/children will not be allowed to attend our school.

All families must be current in their payment of tuition by **August 15th**, if not; students will not be admitted on the first day of school.

All previously unpaid tuition must be paid by **May 31st**, if a student is to be re-admitted on the first day of class for the new school year. If payment is not possible, suitable arrangements must be made with the principal. Report cards and permanent records will not be released to parents until all payments have been made.

Kinder and 8th grade graduates last payment must be June 1st in order to participate in graduation activities.

Student with a balance of two months of tuition will be suspended from school until payment is received. No exceptions.

SECTION V: DISCIPLINE

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

DETENTION

- No student shall be required to remain in the classroom during the lunch break, or during any recess. All students shall be required to leave the school rooms at recess and lunchtime, unless it would occasion a danger to health.
- Detention before or after school hours is considered an appropriate means of discipline.
- A student shall not be detained in school for disciplinary or other reasons for more than one hour after the close of the school day.
- Under no circumstances shall a student be detained at school without the knowledge and consent of the parent or guardian who should also be informed of the reason for detention and the exact time the period of detention will begin and end.
- Students will report to detention on time. Students will be required to complete an assigned reflection that is due after detention which consists of understanding his/her actions. Reflections that are not completed must be finished the next day. Students who are tardy to detention will be required to show up for two additional days (consecutive).

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

- Racial words/terms/jokes
- 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.
- Inappropriate behaviors between two students. Subject to principal's critic.

Procedure for Expulsion

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

- A conference must be held with the parents or guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless there is immediate improvement in behavior. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion.
- If there is no improvement in behavior, the final decision will be announced at a second conference attended by the principal, teacher, and parents or guardians. If the parents fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a final decision. The final decision rests with the pastor in consultation with the principal.
- In no case will a teacher on his or her own authority expel a student.
- Full credit will be given for all work accomplished by the student up to the moment of expulsion.

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

Name of Student: ^[L]_[SEP] _____

Offense or situation: ^[L]_[SEP] _____

Date: ^[L]_[SEP] _____

Parents notified by: _____

Date Remarks: _____

First Meeting: _____

Remarks: Signature(s): _____

Second Meeting: _____

Place: _____

Time: _____ ^[L]_[SEP]

Persons present: _____

Remarks: _____

Outcome: _____

Signature(s): _____

Cases Involving Grave Offenses

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

Time of Expulsion

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

- All expulsions even if they occur at the end of the year, are to be reported by telephone to the elementary supervisor at the Department of Catholic Schools within 24 hours. The elementary school written report, Notice of Dismissal, should be mailed promptly to the supervisor.

- The County Office of Education shall be notified immediately of expulsions. A copy of the *Cumulative Student Record* should be held until requested. **Right to Make Exceptions** The principal, in consultation with the pastor if a parish school, retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.

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

HARASSMENT, BULLYING AND HAZING POLICY

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

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

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

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

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically 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 cyberbullying, which occurs when they bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

- Sending inappropriate text, e-mail, or instant messages. Posting inappropriate pictures or messages about others in blogs or on Web sites.
- Using someone else's user name to spread rumors or lies about someone.

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

It is the responsibility of the school to:

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

Conduct himself or herself in a manner that contributes to a positive school environment.

Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing.

If possible, inform the other person(s) that the behavior is offensive and unwelcome.

Report all incidents of discrimination, harassment, bullying or hazing to the principal or teacher.

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

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

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

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

Students do not own their lockers or other school property. Lockers are made available to the

student by the school. The student does have some expectation of privacy in his or her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

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

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

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

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

RULES AND REGULATIONS

In school, the faculty expects each child to treat adults as well as peers with respect. We expect them to follow regulations, which are made for safety and order. We expect them to cooperate with their teachers so that the instructional program, which has been planned for them, may be accomplished. We expect them to show appropriate behavior in speech and action when representing **St. Paul Dual Language Academy** in any inter-scholastic activity.

Specially, we expect students:

- To remain on the school premises during the school day, unless they have office clearance.
- To play cooperatively in their assigned areas.
- To respect, protect, and preserve school property.
- To refrain from fighting or "play fighting" as disagreements should be settled in a peaceful manner.
- To use acceptable speech while on school grounds or while attending school related functions.
- To assist in keeping school facilities free from papers or other debris.
- To use playground equipment, drinking fountains, and lavatories with safety and cleanliness in mind.
- To refrain from chewing gum at school or on the school grounds.

- To be well groomed and to wear the school uniform each day in a clean and neat manner.
- To refrain from entering a classroom without adult supervision.
- To refrain from riding bicycles, skateboards, or roller blades on school property.

DRESS/UNIFORM CODE

Uniform

St. Paul students are required to have and wear a complete uniform. Uniforms may be purchased at Michael's Uniforms 225 S. Market Street. Inglewood, CA 90310 Phone (310)672-2170 www.michaelsuniforms.com

Uniform Schedule and Dress Code

Monday	Tuesday	Wednesday	Thursday	Friday
Proper Dress Uniform *unless student has P.E.	Proper Dress Uniform *unless student has P.E.	Proper Dress Uniform *unless student has P.E.	Proper Dress Uniform *unless student has P.E.	Proper Dress Uniform OR Gear Day (Non Mass Fridays)

Girls Full Dress Uniform

- White Blouse
- Peter-Pan TK-4
- White dress shirt 5-8
- White Undershirt (if needed)
- Plaid Jumper/Skort/Skirt
- Tie (worn at all times)
- TK-4 Cris-cross tie
- 5-8 Long Tie
- Navy Vest (worn at all times)
- Navy Sweater/Windbreaker
- Navy Blazer
- Navy Knee High Socks or Tights

(No Leggings)

- All Black Shoes
- NO POLOS

Boys Full Dress Uniform

- White Dress Shirt
- White Undershirt (if needed)
- Grey Pants and Black Belt
- Tie (worn at all times)

- Navy Vest (worn at all times)
- Navy Sweater/Windbreaker
- Navy Blazer
- Navy/or Black Crew Socks
- All Black Shoes
- NO POLOS

P.E Uniform

- Blue T-shirt*
- Blue Shorts*
- Blue Sweatpants
- Blue Sweatshirt
- Blue Socks
- Black Tennis Shoes

Gear Day

- Girls: Skirt, skort, dress shorts, or pants.
- Boys: Pants or dress Shorts
- May wear P.E t-shirt, graduation t-shirt, DLI t-shirt, or parish centennial t-shirt.
- All Black Shoes

*****NOTE***** Students may come dressed for P.E. on P.E days.

All students must arrive to school properly groomed wearing a clean uniform. Girls must have hair pulled away from face to avoid hair getting caught. Boys must have a clean haircut. No large hooped earrings allowed. Students are not allowed to wear more than once pair of earrings. Students can wear one set of small studs, not large earrings. Additional piercings are never allowed.

No large necklaces may be worn. One bracelet maximum may be worn.

Students nails must be cut short and clean. No nail polish allowed. Hair cannot be dyed any color. Students are not allowed to wear makeup, including mascara and blush. No makeup includes makeup stains.

*Free dress may not be worn if mass or a special event scheduled. Students must ask their homeroom teacher for permission prior to using a free dress pass. Teacher will collect and save the pass. Students may not use a free dress pass during a \$1 free dress day. Parent handbook will state what is appropriate free dress attire.

Deviation from dress code will result in several warnings and ultimately a detention.
Any questions, please speak to class teacher/principal.



**Mandatory uniform pieces. During the winter season students must wear a school uniform waterproof jacket. All clothing must be purchased at Michael's Uniforms.*

FREE DRESS: On days when students are permitted to wear other than the uniform, they are expected to be dressed neatly and appropriately for school. Cut-off, halter tops, bare midriff, or mini skirts may not be worn. Socks or stockings must be worn at all times.

We reserve the right to send anyone home who comes to school inappropriately dressed.

All students are expected to be neatly dressed during the school day. Make-up and nail polish are not allowed. Colored or printed T-shirts, long sleeve shirts or sweaters may not be worn underneath shirts or blouses. Expensive jewelry or dangling earrings may not be worn. Boy's hair must be kept neat and trimmed; no longer than the top of the shirt collar. Students may not color their hair. Any student out of uniform with good reason is expected to present a note to the teacher for the day he/she requests to be excused. We ask the parents' cooperation in seeing that the students come to school in the uniforms only as outlined above. According to the California Administration Code, a pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress may be sent home to be properly prepared for school, or shall be required to prepare himself/herself for the classroom before entering. (California Administrative Code 302)

No pupil will be sent home without the parents having first been notified.

ELECTRONIC COMMUNICATIONS POLICY

• Systems, Devices and Materials

- **Electronic communications systems include, but are not limited to, electronic mail, voice mail, facsimile machines, stand-alone or networked computers, intranets, the Internet/World Wide Web and any other communications systems that may be created in the future.**
- **Electronic communications devices include, but are not limited to, regular and mobile telephones, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods, MP3 players, Blackberries, and other wireless equipment.**
- **Electronic communications materials include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, e-mails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded, or otherwise accessed or stored content.**

• Electronic Communications Systems, Devices and Materials and Users Covered

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

Ownership and Control of Communications

- All systems, devices and materials located in a parish, a school or an archdiocesan office, and all work performed on them, are property of the parish, school or archdiocese. These systems, devices and materials are to be used primarily to conduct official parish, school or archdiocesan business, not personal business.
- With permission from the pastor, principal or other person in charge, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.

- Parish, school and archdiocesan systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are designed to protect confidential information, not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the pastor, principal or other person in charge at the parish, school or archdiocesan department.
- Minors may only access the Internet from devices with updated and functioning filters for prohibited content. All obscene materials, child pornography or materials that are otherwise harmful to minors or in violation of this electronic communications policy must be blocked. Before allowing minors to access the Internet, a responsible person must ensure that content filters are “ON.”
- Content filters for minors may NOT be disabled or turned “OFF” without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the parish or school.
- All files downloaded from the Internet, all computer disks received from outside sources, and all content uploaded from portable memory devices must be scanned with updated/current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge at the parish, school or archdiocesan department.
- Parishes, schools and the archdiocese reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on parish, school or archdiocesan systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

Guidelines for E-mail correspondence and other electronic communications

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

Prohibited Practices: Users of parish, school or archdiocesan electronic communication systems, devices or materials **and** users of personal devices and materials on parish, school or archdiocesan premises,

during normal business hours or under circumstances when the parish, school or archdiocese may become implicated in the use, may not:

- Violate any federal, state or local laws, regulations, rules of conduct, codes of ethics, safe environment or any educational rules.
- Post or distribute personal contact information about the user or others without permission or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities. Personal contact information includes names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLS) of social networking sites or blogs.
- Post or distribute communications or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
- Engage in improper fraternizing or socializing between adults and minors. Minors may not agree to meet someone they have met online without their parents' approval and the presence of a parent at any meeting.
- Engage in pirating or unauthorized distribution (such as "podcasting") of copyrighted materials, music or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
- Post chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages); repost a message that was sent privately without permission of the person who sent the message.
- Record any telephone or other conversation without the express permission of the other participants to the conversation except where allowed by law.
- Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless explicitly required by the duties of the job or assignment;
- Upload, download, view or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information or materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. If in doubt, consult the pastor, principal or other person in charge.
- Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files.
- Give unauthorized persons access to parish, school or archdiocesan systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible person.

- Introduce a virus, attempt to breach system security or tamper with a system.
- Alter, without authorization, a start up screen or the desktop, or install applications that will subvert these functions.
- Allow any minor to access the Internet on school communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission (“FCC”) or that would violate FCC rules or policies.

Consequences of violations of electronic communications policy

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

Local policies for parishes and schools

Parishes and schools should create their own policies addressing the use of electronic communications devices in classrooms or other parish or school- related settings to suit their local needs. Such policies may not deviate from this Electronic Communications Policy in any material way. Parishes and schools should incorporate paragraphs 1 through 6 of this policy in parish and parent/student handbooks in addition to local policies. The parish and school created policies should address:

- where students and staff may use electronic communications devices;
- when electronic communications devices may be used;
- where such devices will be stored when they are not in use (backpack, locker, elsewhere);
- extent to which the parish and school will communicate through email and the reasonable amount of time within which responses may be expected;
- appropriate language for email response to email or text messages that raise questions or concerns

Sample: “Thank you for sharing your concern/question with us. Because of the informal and insecure nature of electronic messaging and our inability to confirm who the senders and intended recipients of the messages are, we suggest you contact the parish or school by telephone or by regular mailed correspondence.”
Consequences that will result if the parish or school policy is not followed.

APPENDIX A

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
- Fraternize with minors over the internet or through other forms of communication

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

Print Name of Youth: _____

Work or Volunteer Position: _____

School or Parish: _____

Signature of Youth Volunteer: _____

Date: _____

Name and Signature of Parent or guardian: _____

Date: _____

Name and Signature and Title of Witness: _____

Date: _____

APPENDIX B

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Sign Comment Find

Please fill out the following form. You can save data typed into this form. Highlight Fields

PARENTAL RELEASE FOR CHILD — NON-COMMERCIAL

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

I understand and agree that my child's image, name, voice and/or work (the "Personal Information") will be used for the particular reasons identified above. I further understand and agree that the Archdiocese/School/Parish may use the Personal Information for other non-commercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and agree that the Personal Information of my child may be copied, edited and distributed by the Archdiocese/School/Parish in publications.

 Pmtl Release Child Noncomm en 1 Updated 10/21/09
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Fillable .pdf available at http://school.policy.la-archdiocese.org/Resources/Chapter_X/parental_release_for_child_non_comm/?i=883

APPENDIX C

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Please fill out the following form. You can save data typed into this form. Highlight Fields

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 or 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

Fillable .pdf available at http://school.policy.la-archdiocese.org/Resources/Chapter_XII/Student_and_Youth_Activity_Permission_Form/?i=808

APPENDIX D

medicationauthpermisform_en[1].pdf - Adobe Reader

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**ARCHDIOCESE OF LOS ANGELES
MEDICATION AUTHORIZATION AND PERMISSION FORM**

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

A. _____
Last Name of Student First Name Sex Birth Date

_____ _____
Purpose of Medication or Diagnosis Name of Medication

_____ _____ _____ _____
Dosage Prescribed Time Schedule at School Dose Form (tablet/liquid) Color

_____ _____
Date of Prescription Length of Time this Medication will be Necessary

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

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

_____ Medication may have adverse effects (explain) _____

_____ Special instructions and/or comments _____

C. **Physician's Authorization.** The student for whom this medication is

Document available at http://school.policy.la-archdiocese.org/Resources/Chapter_VIII/Medication_Authorization_and_Permission_Form/?i=788



PARENT/TEACHER HANDBOOK 2025-2026

We welcome everyone to look at the Saint Paul Dual Language Academy Parent/Teacher Handbook, which may be found on the Saint Paul Dual Language Academy Website. Please look under the *PARENT* tab, then find *HANDBOOK & FORMS*.

If you wish to obtain a hard copy of the Parent/Teacher Handbook, please request a copy of it by indicating so on the bottom portion of this form.

Les invitamos a todos a que revisen El Manuel de Padres y Maestros que puede ser localizado en la pagina de internet de nuestra Academia San Pablo. Favor de mirar bajo la indicación PARENT y después busquen HANDBOOK & FORMS.

Si usted quisiera una copia en papel, favor de indicarlo en la parte posterior de esta hoja.

Family Name: _____

Oldest Student: _____ Grade: _____

___ I understand that I can find the Parent/Teacher Handbook 2025-2026 on the Saint Paul Dual Language Academy Website. / ***Yo entiendo que podre localizar El Manual de Padres y Maestros 2025-26 en la pagina del Internet de nuestra Academia San Pablo.***

___ Please send me a Hard Copy of the Parent / Teacher Handbook 2025-2026. / ***Por favor mándeme una copia del Manual de Padres y Maestros 2025-2026.***

Parent's Signature / ***Firma*** _____ Date / ***Fecha***: _____

Please return this signed form promptly to the School Office.

This form will be placed in the students' permanent files

A copy of this form will be placed in the students' permanent files. Note that simply by attending St. Paul Dual Language Academy you accept the policies.

Important Dates

Holidays/School Closed/No Daycare



Important Dates Holidays/School Closed or Early Dismissals 2025-2026

Holiday	Dates
Labor Day-School Closed	September 1, 2025
Back-to-school Night	September 11, 2025
Indigenous People's Day-School Closed	October 13, 2025
Veteran's Day-School Closed	November 11, 2025 (Tue.)
Thanksgiving Holiday-School Closed	November 21, 2025-December 1, 2025 (Back Dec. 2)
<i>No Daycare</i>	December 17, 2025 (noon dismissal and no daycare)
Christmas Holiday-School Closed	December 18-January 5, 2026 (Back Jan.6)
Martin Luther King Jr. -School Closed	January 19, 2026
Art Trek Mandatory Teacher Workshop- School Closed	February 4, 2026
Presidents Day-School Closed	February 16, 2026
WASC PD-School Closed	February 27, 2026
<i>No Daycare</i>	April 1, 2026 (noon dismissal and no daycare)
Easter Holiday-School Closed	April 2, 2026 – April 13, 2026 (Back April 14)
Memorial Day-School Closed	May 25, 2026
Last Day of School- <i>No Daycare</i>	June 12, 2026 (noon dismissal and no daycare)
Summer Camp Starts (4 weeks) 9:00-12:30p.m. No classes July 3 rd	June 15, 2026-July 10, 2026
Juneteenth-School Closed	June 19, 2026
Fourth of July-School Closed	July 3rd, 2026

These dates are not inclusive of all dates. Please keep in mind dates might change and this is a living document. Any changes on this document will be posted on the school website and monthly calendars.



This dates are not inclusive of all dates. Please keep in mind dates might change and this is a living document. Any changes on this document will be posted on the school website and monthly calendars.

TRIMESTER 2025-2026

Trimester dates: August 18 to December 5

Report cards go home: December 12 (a week after the trimester ends)

Trimester dates: December 8 to March 6

Report cards go home: March 13 (a week after the trimester ends)

Trimester dates: March 9 to June 12

Report cards go home (Kinder & 8th grade): June 5

Report cards go home (TK, 1-7TH grade): June 12

These dates are not inclusive of all dates. Please keep in mind that dates might change, and this is a living document. Any changes to this document will be posted on the school website and monthly calendars.