

# **Incarnation School**

## **Parent-Student Handbook 2009-2010**

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**Mascot: Eagle  
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## A. General Information

### Welcome to Incarnation School

The administration, faculty, and staff of Incarnation Parish School welcome you and your family to our school community. The teachers and staff are dedicated and committed to the philosophy, mission, and schoolwide learning expectations. Our fundamental objective is to provide your child with a solid education in a religious environment. We strive to help develop responsible and caring individuals who use Jesus as their model for life.

We recognize that you, the parents, are the primary educators of your children. The School and its teachers assist you in educating your children.

We ask you and your children to join us in this commitment. Together we can provide a quality Catholic education for the children of Incarnation School.

### Purpose of the Handbook

The Parent-Student Handbook contains the philosophy, policies, and procedures for Incarnation Parish School in accordance with directives from the Department of Catholic Schools of the Archdiocese of Los Angeles. The handbook continues to be a work-in-progress from year to year as we strive to outline guidelines that help to create a safe and comfortable learning environment. The principal reserves the right to amend or add to the handbook at any time. Notices of new or amended policies will be announced in the Home Messenger and the updated version of the handbook will be published online.

We require that you to read the Parent-Student Handbook and sign and return the *Parent/Student Policies Agreement* form (last page of this Handbook) that indicates your acceptance of your obligations and responsibilities to the school community. **Agreement forms are due by September 11, 2009.**

### History of the School

On September 20, 1937, eight Sisters of Charity of the Blessed Virgin Mary opened the doors of Incarnation Parish School with 170 students, grades one through eight. In its 70 year history, Incarnation School has maintained its Catholic identity, both in practice and in the perception of the community, while changing in just about every other aspect that characterizes a school. Originally the school had six classrooms, a music room, and a teachers' room. Since 1937 there have been three major alterations of the school plant--a new wing in 1949, a six-classroom addition in 1962, and a playground expansion in 1963 which brought the school to its current K-8 configuration.

### Statement of School Philosophy and Mission

#### Philosophy

These are the beliefs of the Catholic Community\* of Incarnation Parish School:

- † Every child is created in God's image and is called by God to make a personal positive contribution to our world.
- † As a Catholic Community, we work and worship together to form each child in Christ.
- † Parents are the primary educators of the child.
- † Teachers direct and inspire the learning.
- † The clergy and the administration are the bond of leadership and love in our Catholic Community.

- † Each unique student is challenged to fulfill his / her potential.
- † Learning is the interaction between a dedicated teacher and a motivated student.
- † Our Catholic Community nurtures and promotes an appreciation of their own and other religions and cultures.
- † Our Catholic Faith guides the child to make virtuous life choices.
- † A Catholic academic education develops a mind that is capable of making decisions according to Catholic doctrine.

*\* Our Catholic Community consists of students, parents, faculty, administrators, clergy and supportive personnel.*

### Mission Statement

Our mission is to provide a Catholic education which challenges the mind and centers the heart in the love of God and neighbor.

### **Schoolwide Learning Expectations**

Graduates of Incarnation Parish School are persons who seek truth through the exploration of the wonder and mystery of God by:

1. Practicing Catholic ideals in words, actions and choices as evidenced by:
  - participation in the sacramental and liturgical life of the Catholic Church
  - study of the history, traditions and doctrine of the Catholic Church
  - a familiarity with and an understanding of Scripture
  - demonstration of an ability to make a morally correct choice
  - a commitment to the continuation of a Catholic education
2. Serving the community according to God's call as evidenced by:
  - stewardship of the gifts of creation
  - analysis of social issues and current events from a Gospel perspective
  - the peaceful resolution of conflicts
  - local and global outreach
3. Communicating effectively as evidenced by:
  - constructive interaction with others
  - clear expression of one's ideas in a variety of ways, i. e., speaking, writing, and drawing
4. Respecting self and others as evidenced by:
  - proper hygiene, nutrition and exercise
  - avoidance of substance abuse
  - the practice of good manners and courtesy
  - an acceptance of the diversity of all people
5. Valuing education as evidenced by:
  - meeting Archdiocesan academic standards in Religion, Math, Language Arts, Science, Social Studies, Art, Music, P. E. and Computer Technology
  - the completion of daily assignments and long-term projects
  - participation in academic extra-curricular activities
  - participation in varied assessment procedures
6. Discovering God-given creative talents as evidenced by:

- working in a variety of art media to express themselves
- developing a critical appreciation of the literary, musical and physical arts

## **Staff Roles and Responsibilities**

### Pastor

The pastor is ex officio the chief administrative officer of the school. He implements the policies of the Catholic School Board and, on points not covered by Archdiocesan policy, he determines policies consistent with Board policy and appropriate to the needs of the school. The pastor has administrative, personnel, finance, and spiritual responsibilities in relation to the school.

### Principal

The principal, as delegate of the pastor, has immediate responsibility for implementing the philosophy of the school in its regular operation including administering the entire school program as well as supervising the staff and the instructional program.

### Vice Principal

The vice principal, as appointed by the principal, assists the principal in fulfilling his/her responsibilities. While the principal remains the person in charge, the vice principal is given the necessary authority to carry out some of the principal's duties. The vice principal is the administrative officer who, in the absence of the principal, makes decisions necessary to maintain the operation of the school.

### Administrative Staff

The administrative staff assists the principal in the operation of the school.

### Instructional Staff

The instructional staff is responsible for the daily instruction of the students in accordance with curriculum guidelines and time allotments as established by the Archdiocese. The instructional staff is also responsible for the evaluation of student progress and the communication of such progress with the parents/guardians.

### Instructional Assistants

The instructional assistant's role is to enhance teacher effectiveness and improve student learning.

### After School Care Personnel

After School Care personnel are responsible for the general supervision and management of the children in the program in accordance with school policies and procedures.

### Custodian

The custodian(s) maintains the school plant in a safe, clean, and attractive condition in compliance with all pertinent regulations of the health and safety code.

## **2009 - 2010 School Personnel**

Administration

Pastor	Fr. Paul Hruby
Principal	Ms. Olivia Carrillo
Vice-Principal	Mrs. Diana Girskis

Administrative Staff

Bookkeeper	Mrs. Leti Fenton
Secretary	Mrs. Gwen Rodela
Health Coordinator	Mrs. Gabrielle Reiner

Faculty

Kindergarten	Mrs. Angela Neumeier
Grade 1	Mrs. Diana Girskis
Grade 2	Mr. Jonathan Tiu
Grade 3	Mrs. Jean Lomasto
Grade 4	Ms. Jennifer Rickert
Grade 5	Ms. Lauren Marriott
Grade 6	Mrs. Gabrielle O'Sullivan
Grade 7	Mr. Robert Sanchez
Grade 8	Mrs. Imelda Rodriguez

Math (6-8)	Ms. Hwala Hong
Science (K-8)	Mrs. Juana Salazar
Computers (K-8)	Mrs. Susan Theiring
Physical Education (K-8)	Mr. Roger Briceno
Art (K-8)	Mrs. Edilia Cuevas
Music (K-8)	Mr. Christopher Yraola

Staff

Instructional Assistants	Sr. Doris Kim (Gr. K)
	Mrs. Karen Rueff (Gr. 1)
	Ms. Stephanie Berganza (Gr. 2)
	Mrs. Ingrid Suarez (Gr. 3)
	Mr. Felipe Huizar (Gr. 4)
	Ms. Leslie Castillo (Gr. 5)
Librarian	Mrs. Nerisha Hihn
After School Program	Mrs. Louiza Petrosyan
	Ms. Sofiya Ashegh
	Mr. Haik Vardanyan
Maintenance	Mr. Ramon Lopez
	Mr. Jesus Balbaneda

**Parent Teacher Organization and Consultative School Board**

All Catholic elementary schools are expected to have a Parent Teacher Organization and a Consultative School Board. Both groups exist to support the school and are critical to the school's viability, but they have very different functions.

### Parent Teacher Organization

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

Financial operation of a Parent Teacher Organization shall be governed by the regulations for financial operations as found in the Parent Teacher Organization Bylaws.

The members of the 2008-2009 PTO School Board are:

Anne Marie Smith - President	Thomas Olona - Vice President/Publicity/Public Relations
Felipe LeFranc – Maintenance	Mandy Viole – Parent Involvement 5-8
Felix Urena - Treasurer	Veronica Ferrer - Athletics
Jim Cahill – Secretary	William Terrazas - Student Affairs
Mark Richardson – Fundraising	
Doug Bennett -Parent Involvement K-4/Publicity/Public Relations	

All parents are expected to attend three (3) mandatory General PTO meetings throughout the year.

### Consultative School Board

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

The membership of the Consultative School Board 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 Board.

The members of Incarnation School's Consultative Board are:

Olivia Carrillo	Dennis Doyle
John Fenton	Fr. Paul Hruby
Judy Koenig	Holly Riley
Maria Rochart	Fr. Tom Schweitzer
Jim Theiring	Joe Zammitt

### **Office Hours**

Regular office hours are Monday – Friday from 7:30 a.m. – 3:30 p.m.

## Daily Schedule

7:50 a. m.	First bell
7:55-8:00	Morning prayer and announcements
8:00 a.m.	Morning instruction begins
10:00-10:15	Recess - Kindergarten
10:15-10:30	Recess – Grades 1 - 5
10:30-10:45	Recess - Grades 6 - 8
12:00-12:30	Lunch Grades K-8
2:45 p.m.	Dismissal* (Fridays 1:30 p.m. for faculty meetings)

*\*Supervision ends 15 minutes after dismissal time. Students not picked up within 15 minutes of dismissal will be signed in to ASP at an additional charge.*

## Arrival/Dismissal Procedures

### Arrival

Students should not be on campus before 7:30 a.m. If a student must be dropped off earlier, he/she may check in to the ASP room for morning supervision beginning at 7:00 a.m. Morning Care is offered to parents from 7:00 a.m. to 7:30 a.m. at the rate of \$1.00 per day. Students may not be left on the school campus before 7:00 a.m. **For your child(ren)'s safety, all students dropped off between 7:00 – 7:30 a.m. must be signed in. Parents who do not sign in their child(ren) risk being able to continue in this program.**

Students arriving after 7:30 a.m. must be dropped off via the carpool lane. Vehicles enter the campus via the Dryden Ave. gate and exit through the Central Ave. gates. Parent volunteers are there to assist your child(ren) in exiting their cars and keep morning carpool safe. Parents must follow the directions of the carpool volunteers. For your child(ren)'s safety, please **do not** park your car and walk your child(ren) across the parking lot. If you have business in the school office, use the carpool lane to drop your child(ren) off first, then park and proceed to the school office. All campus gates will close at 8:10 a.m. If you expect to be on campus after that time, please park your car in the church parking lot or use street parking to avoid being locked in.

Students must wait outside the school building until the teacher brings the class into the room. Students may not wait for their teachers inside the building since there is no supervision inside.

It is unsafe to drop off a child in the church parking lot. Once they have arrived at school, students may not leave the grounds without being signed out by a parent/guardian.

### Dismissal

**Students must be picked up from the carpool lane at dismissal time.** As a safety precaution, the side gate from the church parking cannot be unlocked during carpool. Parents **may not** walk from the Central Avenue gate to pick up students at carpool time as this is very dangerous.

Carpool ends fifteen (15) minutes after dismissal. Students may not use the main entrance on Glenoaks Blvd. unless they are being dismissed early and are accompanied by a parent during school hours. The main entrance on Glenoaks Blvd. is reserved for those families who purchased the privilege at the Annual

Auction and for those parents/guardians who walk or take the bus (please note that parking down the street or around the corner to avoid the carpool lane is not considered walking).

As a service to parents who are unable to pick up their children at dismissal time, the After School Program (ASP) is available. Students who are not picked up within fifteen (15) minutes of dismissal time will be checked in to ASP and will be charged accordingly. ASP is open until 6:00 p.m.

Only students participating in school-supervised activities may remain on the grounds after dismissal time. Students participating in after-school sports or other school-related activities must be under the supervision of a teacher, coach, or another designated adult. Siblings of students participating in after-school activities must be picked up or be checked in to ASP. Parents must pick up their children at the end of practice or activity time. Any student not picked up promptly at the end of the activity will be placed in ASP and will be charged accordingly. Please do not tell your child to meet you in front of the church, in the church parking lot, on Brand / Dryden / Glenoaks or Central Avenues or at the Boar's Head. It is unsafe and there is no supervision at these or any other location outside the school premises.

### Carpool Procedures

Carpool lanes are to be used by the parents who are driving their children to school. Enter at Dryden and exit at Central only. The carpool lanes are used to ensure your child's safety! Please observe the following carpool lane guidelines:

- The speed limit is 5 m. p. h. in the parking lot at all times.
- Never park your car in the school lot and walk your child to line. If your child has a project or some other school assignment that requires your help, drop off your child first, then park your car and carry that project to your child or his/her classroom.
- Always pull as far forward as possible (toward the fence on Central Avenue) before stopping to let out your child. The children can make it all the way to line without trouble.
- Do not stop near the black, wrought iron gate that separates the church and school parking lots. Wait to turn the corner and pull forward.
- At no time should parents use the church parking lot for dropping off or picking up their child. The gates between the church and school will be locked from 7:30 a. m. until the end of carpool.
- Do not get out of your car. Let the children open and close the car door by themselves, or a carpool lane volunteer will assist them. Do not have your child put his / her backpack, etc. in the trunk. Try having them carry it on their lap or in the seat next to them. This will prevent the children from walking behind your car, which is strictly forbidden.
- Never back up. Remember that the person stopped behind you is letting his / her children walk in front of his/her car.
- Never pass cars in the carpool lane. This increases the chances of accidentally hitting a child.
- To ensure that the carpool lane runs smoothly and safely, teachers may not use carpool time for discussions with parents. If you have any questions for the teacher, please leave a voice message, send an email, or make an appointment.
- Be patient. Everybody around you is in virtually the same situation. Be kind to the carpool lane volunteers. They are there for the safety of your children.

### Permission to Walk Form

If a student is to walk home from school, the "Permission to Walk" form must be signed and on file in the school office. For your convenience, the form is in the "Forms" section of this Handbook. Students who walk home after school must sign out at the front office.

### **Rainy Day Carpool**

For the safety of our students and teachers, if it is raining at dismissal time, parents/guardians must go directly to the classrooms to pick up students in grades K, 1, 2, 6, 7 and to the auditorium to pick up students in grades 3, 4, 5, 8.

## **After School Program**

The After School Program (ASP) is available daily when school is in session from dismissal time until 6:00 p.m. unless otherwise published in the Home Messenger announcements. All school rules and policies apply to the After School Program. If there is an emergency and a parent of a child in ASP needs to phone the ASP staff during operating hours, please call 818-241-2269 ext. 118. Registration and fees information may be obtained from the school office.

## **School Telephones**

School telephones are for business purposes only. Students may only use the office phones in an emergency after having received written permission from the teacher. Forgotten homework, lunch, P.E./Mass uniform, permission slips, etc. do not constitute an emergency and the phone may not be used. This is to help the students plan ahead and to grow in responsibility.

## **School Lunches**

M & F Kitchenette, Inc. will serve hot lunches Monday through Friday unless otherwise noted. Menus will be sent home every two (2) weeks in the Home Messenger. Orders are due the following Friday. All efforts are being made to ensure that the lunches are nutritious and healthy.

Students not ordering from M & F must bring their own lunch to school. Parents are discouraged from regularly dropping off lunches for their child(ren). If it is necessary to do so because of a forgotten lunch, parents are asked not to bring lunches from fast-food restaurants. Please write the student's name and grade on the lunch and bring it to the front office. Parents are not allowed to drop off lunches in the classrooms. Students will not be permitted to call home for forgotten lunches. They will be asked to share a lunch on that day.

## **Student Birthdays**

If a parent wishes to celebrate his/her child's birthday at school, celebrations must take place during recess or lunch and **must** be approved by the child's teacher ahead of time. Celebrations should be simple. Please refrain from bringing donuts, cupcakes, etc. If all students in a class bring cupcakes for their birthday, that is a whole month of extra sweets! We request that any treats brought to school be healthy or non-edible (pencils, trinkets, fruits). If sweets are given, they should be treats students can take home so parents can decide what they want their children to have.

## **Communications Procedures**

### School-Parent Communication

Every Tuesday, the oldest child in the family brings home the Home Messenger envelope containing monthly school calendars, lunch calendars, weekly newsletters, and other important home-school communication. A parent/guardian must empty the envelope, insert what needs to be returned, sign the envelope, and return it to the school the following day. If envelopes are not returned before the next distribution, your family may not receive important notices from the school. The principal's newsletter is

also available online. On occasion, the School Reach phone system will also be used to relay important information. It is imperative that families notify the office immediately of any change in phone number.

#### Parent-School Communication

Incarnation School's faculty strives to establish cooperative relationships with parents. Parents are always welcomed and encouraged to speak with the teacher about progress and concerns related to their child(ren) at the school. Frequent communication to eliminate difficulties or to explain and clarify matters should take place as often as necessary.

If for any reason a parent wishes to contact school personnel, they should first contact the individual teacher by email or written notice. Since some teachers are on campus only part-time, parents should allow time for messages to be returned. Mornings before class begins are not appropriate times for conferences (unless an appointment has been confirmed) since teachers are preparing for the day ahead. Teachers should not be approached during afternoon carpool since their responsibility is to supervise students at that time. If a matter is not resolved with this contact or through a conference, the parent may then contact the principal. *Please note that the principal should not be contacted about a teacher until the parent has met with the teacher to resolve any issues or conflicts.*

#### Conferences

Parent-teacher conferences are held in November at which time parents of students in grades 1-8 will receive their child's report card. Other conferences may be scheduled at the request of the parent, teacher, or administrator.

#### Anonymous Letters

The administration and faculty of Incarnation School welcome and respect parent and student input regarding school matters. However, parents are asked to follow the established channels of communication as published in the *Parent-Student Handbook*. Ordinarily, school personnel will not acknowledge or address any issues made known through anonymous letter, phone calls, or any other means of anonymous communication.

### **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 during 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.

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

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

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

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

Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.

Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.

- Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. 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/guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students, or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.
- These expectations for students and parents/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 a severe nature as to warrant immediate action without warning.

### **Good Touch/Bad Touch® - 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. Good-Touch/Bad-Touch®

is an approved program and is being implemented at Incarnation School. 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® - Safe Environment Training for Parents**

VIRTUS® training is required of all parents/guardians of students enrolled at Incarnation School. A copy of the VIRTUS® certificate must be on file in the school office as proof of having met this requirement. VIRTUS® training is valid for four (4) years from the initial training date. Once expired, training may be renewed by attending another live session or renewal session. Online renewal might be available for those who registered online and are current with training bulletins. Please note that parents who wish to volunteer at the school must be VIRTUS® trained. Parents without training will not be permitted to volunteer.

### **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/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 do not have these requirements.

*See "Forms" section at the end of this Handbook for the Guidelines signature page to be returned to school before beginning any volunteer assignment.*

### **Boundary Guidelines for Junior High and High School Youth (Revised August 20, 2007)**

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

### **Archdiocese of Los Angeles "Zero Tolerance Policy"**

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/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."

### **Security Procedures**

Incarnation School is a closed campus, meaning all gates are locked during school hours. The school is under closed circuit surveillance at all times.

#### Visitors to Campus

All visitors to campus, regardless of length of time spent on campus, must sign in at the front office to obtain a visitor's pass to be worn at all times while on campus. Visitors must sign out before leaving campus. Visits must be for school purposes only.

#### Release of Students

For the safety of all students, no student will be allowed to leave the school during the day without being signed out by a parent/guardian or other authorized adult listed on the student's Emergency Card. We recommend listing as many names as possible of people authorized to pick up your child.

### **Safety and Emergency Procedures**

The following information is provided so that parents will become familiar with safety procedures:

#### Fire

In the event of a fire, students will be immediately evacuated to a safe area not to return until fire officials declare school buildings safe. In the event of minor injuries, students will be treated by staff certified in first aid. In the event of more serious injuries, students will be transported by the fire department ambulance to the nearest facility for medical treatment. If you hear that there has been a fire at school, **do not call the school!** Phone lines must be left open for emergency calls.

In accordance with fire regulations, students may not sit on the stairs or landings. No books, bags, or other items may be left or stored in the hallways, stairwells, or landings during the school days.

#### Earthquake

In the event of an earthquake, students will follow the drop, cover, and hold procedure and then exit the building following the teacher's instructions. Do not call the school. If telephone lines are functioning, they may be needed for emergency calls. Also, the staff will be occupied and not available to handle phone calls. If local public schools decide to dismiss students, Incarnation will do the same. A School Reach message will be sent if possible.

If students are dismissed, pickup locations will vary depending on damage, if any. Students will be checked out one at a time. Under no circumstance will a student be allowed to leave the school premises except under the direct custody of parents or others identified on the student's emergency release card. It is the parents' responsibility to insure that the information on the emergency card is current and correct. A valid photo ID will be required for pickup.

If there are any injuries, students will be taken to the nearest facility. Parents will be notified as soon as phone lines permit if their child is injured.

In the event of a major earthquake, parents can rest assured that all students will be properly supervised. We will take care of your children until you arrive.

#### Animals on Campus

With the exception of service animals, Incarnation School generally prohibits pets on the campus (*exception: Blessing of the Animals*) unless under certain circumstances you receive prior approval from the principal.

#### No Smoking

Incarnation School is a non-smoking facility. By order of the County of Los Angeles and the City of Glendale Health Office, there is no smoking on the premises.

#### Glass

Drinks or other food in glass bottles or containers are not allowed on campus.

#### Skateboards/Rollerblades/Wheelies

Skateboards, rollerblades, scooters, or shoes with wheels are not to be brought to school or used on the school grounds. Violations will result in the confiscations of such items and will be held for parent pick-up.

### **Parent/Guardian Right of Visitation**

In the cases listed below, it is preferable that the principal and the parent(s) work out a mutually agreeable alternative to interrupting the student's school schedule.

#### Non-Custodial Parent

A parent who does not have legal custody of his/her child, but has the right of visitation, may visit, subject to the school's visitors policy, unless the school has received a legal order prohibiting such a visit. The parent who has custody should present legal evidence regarding the extent of the other parent's visitation rights. If a parent without visitation right attempts to visit a student at school, the principal will inform the custodial parent/guardian.

#### Child in Foster Care

When a parent whose child is in a foster home makes a request to visit with the child at school, the school will inform the agency which was responsible for placing the child in the foster home.

### **Work Permits**

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

The minor/student, after obtaining a promise of employment, must obtain a "Statement of Intent to Employ Minor and Request for Work Permit". The minor, the employer and the parent/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/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.

### **Privacy & Access to Records**

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents/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/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 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. 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.

### Damaged or Loaned Property

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

## **Student Illness & Accident Procedures**

In case a student becomes ill at school he/she should report to the teacher. He/she will receive a note to take to the Health Room. At that time, the health room attendant may call and notify the parent. Each time a student visits the Health Room, he/she will receive a *Parental Notification of Illness or Injury* form. Depending on the severity of the illness (fever, suspected contagious disease/illness, vomiting, diarrhea, undiagnosed rash, uncontrolled coughing, etc.), the parent might be instructed to pick up their child and be taken for further attention. If your child should show any of the above symptoms prior to coming to school, please keep him/her at home. Unusual illnesses will be reported to the Department of Catholic Schools.

If a student suffers an accident at school, parents will be notified immediately. If additional treatment is necessary, the school will call 911. An accident report will be filed, and serious accidents will be reported to the Department of Catholic Schools.

Only minor and very basic first aid will be administered by staff to students. No secondary treatment, such as changing or removing bandages, shall be administered.

### Medication

The school will not furnish medication. School personnel will not administer medication of any kind. Students may not keep any medications (prescription or over-the-counter) with them on school grounds. Medication may not be kept in classrooms.

No exceptions will be made to the procedures for medication. These regulations apply to both prescription and non-prescription medications. If parents/guardians do not provide the completed medication form with the prescribed medication, they will have to come to school and personally administer the medication. If a child must receive medication during the school day, these guidelines must be followed:

- A release stating the nature of the medication, signed and dated by the doctor and also signed by the parent, must be provided. (See Forms section for *Archdiocese of Los Angeles Medication Authorization and Permission* form)

- Medications administered at school must be in the original container and labeled. The day's dosage must be sealed, labeled, and have the student's name attached. It shall be in an appropriate container, and kept in the Health Room.
- The student shall come to the Health Room for medication.
- A student's medication shall be self-administered.
- Students may not carry medication of any kind to be self-administered at school. (An exception for an inhaler requires a special release form the doctor and parent/guardian—see Forms section for *Archdiocese of Los Angeles Permission to Carry an Inhaler* form).
- Students may not be given medicine prescribed for other family members

## **Student Insurance**

The student insurance program is provided for all full time students in Archdiocesan schools. 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.

## **Counseling Policy**

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

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

- Provide advice regarding academic subjects and student progress in school;
- Give limited guidance to students who present with non-academic personal issues or situations;
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities;
- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent/guardian's expense.

## **B. Admission and Attendance**

### **Guidelines for Admission**

- All new students must successfully complete a placement test.
- First consideration is given to active members of the parish.
- Under Archdiocesan guidelines for financial considerations, the optimum number of students per classroom is thirty-five (35). In some instances, we can accommodate up to thirty-seven (37) students per class.
- The recommended age for kindergarten students is five (5) years of age on or before September 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 serve the educational needs of all students.
- The pastor and principal will review a students' continued eligibility for enrollment in the parish school.

### **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.

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 students needs. Parents or guardians may request the "Disability Discrimination Complaint Review Process" from the principal to address unresolved issues.

## **Absence, Tardiness, & Truancy**

Good attendance at school is one of the most important ways to maintain student achievement. Research shows that there is a direct correlation between attendance, performance, and retention of learning.

### Release of Students During School Hours

If a student becomes ill during the day, parents will be contacted. It is essential that current emergency information be on file for each student at the beginning of the year, and that the office is notified of any changes to that contact information. A student who becomes ill must go to the office or health room to call home. A personal cell phone may not be used to call home.

**No student will be allowed to leave the school during the day without being signed out by a parent/guardian or other authorized adult listed on the student's Emergency Card.** Advance notice in writing signed by a parent or guardian should be sent to the office if a student must leave early. The written notice should state who will be picking up the student and the reason for leaving school early. If the student returns that same day, the student must be signed in by a parent/guardian. Requests for early release from class should be kept to a minimum. Parents should make every effort to schedule appointments outside of school time.

### Tardiness

A student is tardy if he/she arrives after 7:55 a.m. Students who are tardy must report directly to the Office or Parent Resource Room to obtain a pass to present to the teacher before reporting to the classroom. If the student arrives after recess, he/she is marked absent half a day. For every five (5) tardies, students will receive detention. There will be no exceptions for rainy day tardies. Please make sure that your child arrives on time each day. Late arrival can be disruptive to class routines.

### Truancy

A student who is absent from school more than three (3) days in one school year without verification or is tardy in excess of thirty (30) minutes on each of four (4) days or more in one (1) school year is truant. In the event that the school suspects that a student is a truant (absent from school without a valid excuse), the school administration will contact the parent/guardian. If the school suspects that the student is a habitual truant (absent three (3) times in a school year, without a valid excuse) the school principal can 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 (1) or more days, or is tardy on one (1) or more days, without a valid excuse, can be reported again as a truant to the attendance office of the local public school district. Habitual truants are subject to expulsion.

### Absences

If a student will be absent from school, parents must call the school office to by 9:00 a.m. to report the absence. 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, **emails are not an acceptable form of reporting absences.** Per Archdiocesan policy and as required by California State Law, when a student has been absent, the following is required upon the student's return to school:

- A **written excuse** signed by the parent/guardian is required on the day the student returns to school even if verbal notice has been given.
- The written excuse must include the dates and the reason for the absence and should be submitted to the homeroom teacher. He/she will keep all written excuses on file until the end of the school year.

- After an extended illness or one involving a contagious disease, the student must have a doctor's written permission before returning to school.

If a student is absence without an excuse, the situation will be investigated.

A student who is in attendance for at least half of his/her morning classes is considered to be in attendance for the morning; likewise, a student who is in attendance for at least half of his/her afternoon classes is considered to be in attendance for the afternoon. Students may not participate in after-school activities on days that they are absent.

Trips/vacations should not be planned for days when school is in session. Family vacations that require a student to miss school must receive the approval of the principal. If a student will be absent for an extended period of time, assignments can be completed upon the student's return to school.

The student is responsible for all missed class work/homework assignments during his/her absence. Requests for homework should be made in writing directly to the teacher. Please allow ample time for the teacher to receive and respond to the request.

#### Absences for Medical Appointment

Students are legally credited for attendance when time is spent in medical and dental appointments. This is called a medical absence. A note from the doctor or dentist must be presented to the school before the absence can be entered in the Attendance Register as a medical absence. A note from a parent stating that the student was seen by a medical professional is not sufficient to record a medical absence on the attendance register.

#### Extended Absences

When a student is absent for an extended time, (e.g. twenty (20) days during a trimester marking period), official grades may be withheld.

## **C. Academics and Extra-Curricular Activities**

### **Curriculum Offerings**

The Schoolwide Learning Expectations help structure Incarnation School's academic program. Incarnation School uses the curriculum adopted by the Department of Catholic Schools. This basic curriculum prescribed for all elementary schools beginning in kindergarten and continuing through eighth grade includes Religion, Language Arts, Math, Science, Social Studies, Music/Arts, Computer Literacy, Health/Safety, and Physical Education.

#### Family Life

Family Life education is intended to provide a comprehensive view of human development and behavior, personal relationship, and management of resources. The purpose of formalized family life education is to inculcate Catholic values, virtues, and attitudes that relate to the current family life of the student.

It is always the parents' responsibility to provide instruction in human reproduction for their children. The school partners with parents in providing a formal curriculum in family life. Formal instruction on the subject of human reproduction (a separate course treating intercourse, conception, and intrauterine development) is offered to students in grade five (5). Written parental consent must be obtained from each participating student. Course materials are recommended by the Department of Catholic Schools and are available for parents to preview prior to the beginning of the course.

#### Technology

In order for a student to access the computer lab, parents and students must sign a *Computer Network User Agreement and Parent Permission Form*. The school cannot provide constant monitoring of all incoming email, Internet traffic, and data exchanges that go through the school's system, therefore parents must promote responsible, safe, and appropriate use of the school's computer systems.

Violation of computer use guidelines may result in loss of computer lab privileges, suspension, expulsion, or the involvement of law enforcement agencies depending on the gravity of the offense, at the principal's discretion.

#### Physical Education

All students must participate in physical education. A note from a doctor or parent/guardian is required if a student is not participating. The students should submit the note directly to the physical education teacher.

### **Religion Program and Expectations**

The religion program consists of instruction in the areas of scripture/Christian life, sacraments/worship, morality/social justice, and Christian faith and practice. Religion courses are considered to be academic courses. Grades in religion courses are based on academic achievement and not on a student's religious affiliation, personal belief, or practice. The religion grade indicates comprehension of subject matter. All students will attend a weekly class Mass as well as monthly all-school Masses as part of the religion program.

### **Testing and Assessment**

Assessment of student learning is a critical component of the educational program. To help all students achieve high standards and become self directed, responsible, and faith filled individuals, student learning will be assessed with standardized and curriculum based forms of assessment.

### Standardized Testing

The Iowa Test of Basic Skills (ITBS) is an achievement test administered to students in grades two (2) through eight (8) in October of each year. These tests are given to assess academic standing, determine the growth of each individual student, and plan for academic improvement. The results of these tests are given to the parents in November.

The Cognitive Abilities Test (CogAT) is administered to students in grades three (3), five (5), and seven (7) in October of each year (with the ITBS). The CogAT measures students' learned reasoning abilities in the three areas most linked to academic success in school: Verbal, Quantitative and Nonverbal. Although its primary goal is to assess students' reasoning abilities, CogAT can also provide predicted achievement scores when administered with The Iowa Tests.

### Curriculum Based Testing

Assessment of student learning in the area of academics must be ongoing and multifaceted. Chapter/unit tests, teacher-created tests, trimester tests, etc. are frequently administered. Students will also be evaluated on their performance as a member of a group while working on performance tasks and projects. Parents will be expected to check their child(ren)'s curriculum tests to stay informed about the child's overall progress.

### Assessment of Catechesis/Religious Education (ACRE)

The Assessment of Catechesis/Religious Education (ACRE) is designed to assess effectiveness of the school's religion program. The assessments are administered annually to students in grades five (5) and eight (8). Individual results are not provided.

## **Homework**

The purpose of homework is to reinforce material already taught and to foster habits of independent study. Students are required to complete assigned homework. Each teacher determines the homework procedures for his/her classroom.

The following time allotments represent the **average** time that should be spent on homework per day. These time allotments do not include nightly reading and preparing for exams.

- Kindergarten - Optional; not to exceed twenty (20) minutes per day
- Grades 1-2 - Not to exceed one half (1/2) hour per day
- Grades 3-5 - Not to exceed one (1) hour per day
- Grades 6-8 - Not to exceed two (2) hours per day

If your child is working hard and spends considerably more time than this on a regular basis, please inform the teacher. Parents are responsible for supervising homework and signing any tests, assignments, or homework books as required by teachers. Students are responsible for writing down their homework assignments. As an alternate source, homework assignments will be posted on the school website.

## **Grading**

The teacher of each course determines the grade each student receives for any course of study. Except in the cases of clerical or mechanical error, fraud, or bad faith, the determination of the grade is final.

The following scale is used at Incarnation School in accordance with the Department of Catholic School directives for grades 3-8:

A = 93-100%	B- = 85-86%	C- = 70-74%
B+ = 90-92%	C+ = 80-84%	D = 65-69%
B = 87-89%	C = 75-79%	F = 64% and below

The following scale is used at Incarnation School in accordance with the Department of Catholic School directives for grades 1-2:

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

The following scale is used at Incarnation School in accordance with the Department of Catholic School directives for kindergarten:

M = Demonstrates expected development	T = Needs more time to develop
X = Demonstrates emerging skill	No = Not expected at this time

## Report Cards and Progress Reports

The monthly calendars indicate when report cards and progress reports are issued.

### Report Cards

Report cards are issued at the end of each trimester for students in grades 1-8. The kindergarten report card is issued twice a year in January and in June. Technology reports are sent home with each report card. Only the grades printed on the trimester report cards are transferred to the student's permanent record. A report card for the trimester may be withheld after a total of twenty (20) absences.

### Progress Reports

Mid-trimester progress reports are sent home to all students in grades 1-8. Progress reports may also be sent home as needed for students in grades K-8. Report cards and progress reports must be reviewed by parents, signed, and promptly returned to school. While progress report grades are not part of the student's permanent record, these grades should be taken seriously. Any questions regarding student progress should be directed to the teacher.

## Honors/Awards

Students in grades five (5) through eight (8) are eligible for the Honor Roll. The following criteria are required for inclusion in the Honor Roll:

- High Honors – GPA of 3.76 and above (Math, Religion, Language Arts, Science, and Social Studies, cumulative)
- Honors – GPA of 3.5 – 3.75 (Math, Religion, Language Arts, Science, and Social Studies, cumulative)

Students must have a behavior grade of B or better (this includes Art, P.E., Music, Computer, and playground behavior). Members of the Honor Roll will be recognized at an awards assembly following each grading period.

## **Academic Probation/Retention/Transfer**

### Academic Probation

A student who receives two Ds or one F in any academic subject on his/her report card will be placed on academic probation for one trimester. The principal will send a letter to the student's parents informing them of this status. Academic probation restricts the student's participation in extra-curricular activities. If grades are not improved at the end of the probationary period, a student may be asked to withdraw from the school.

### Retention

The decision to promote a student to the next grade or to retain him/her in the present grade shall be based upon a consideration of the overall welfare of the student, i.e. made by carefully weighing academic, emotional, and social factors. The teacher is responsible for the evaluation of the student. The teacher may advise the parents to arrange for outside remedial help, such as professional tutoring, parent tutoring, or a summer session.

### Transfer

Students may be advised to transfer for grounds other than class or school discipline (e.g. academics, special needs). The following procedure is followed for transferring students whose needs cannot be met by the school:

- It has been determined that other schools or agencies have better resources to assist the student.
- Ongoing conferencing with the parents regarding the needs of the student and alternative options have taken place.
- The principal, in consultation with the pastor, makes the final decision regarding the need for transfer.

## **Graduation Requirements**

Students who satisfactorily complete the eighth grade courses participate in a graduation ceremony. To be eligible to participate in the graduation ceremony, students may not have more than one (1) D or any Fs in any academic subject on their cumulative grade report in their eighth grade year.

*All financial obligations must be clear for students to be eligible to participate in the graduation activities (class trip, etc.) and to receive his/her diploma.*

## **Field Trips**

Field trips will be of educational or cultural value and directly related to the curriculum. All field trips require prior approval by the principal. To be able to participate in field trips, a signed and dated permission slip from parent(s) is required. In general, parents are responsible for paying the cost of the field trip (admission, transportation, lunch, etc.). This policy applies to class trips, school group trips (e.g. choir, academic decathlon) and trips for school sport teams.

Field trips are a privilege and students may be kept at school if they do not meet academic and/or behavioral expectations. Teachers may require a parent to accompany a child if there are concerns about the child's health or behavior.

Generally, transportation for field trips is provided by bus. With prior approval from the principal, transportation may be provided by parent/guardian volunteers. Parent/guardian volunteers driving students in their own cars must be at least 25 years of age, have a clean driving record for the past three

years, a valid Class C driver's license and current, valid California automobile insurance with limits of at least \$100,000/300,000. Each vehicle must have individual seat belts for each student. A copy of the parent/guardian's driver's license and insurance declaration page must be kept on file at the school.

### Chaperones

If you have been designated by the teacher as a chaperone on a school field trip:

- Please arrive promptly at the designated time and check in at the front office.
- Wear comfortable and appropriate clothing for the particular destination.
- Remember that you are an authority figure responsible for a group of students.
- Chaperones may not take students off the destination grounds.
- Do not use this time to socialize with other parents on the trip.
- Do inform the teacher of problems involving students or others.
- Be proactive when chaperoning, and step in if there is a need for discipline.
- No siblings or visitors are allowed on the trip; the students need your undivided attention.
- All chaperones must have received LiveScan fingerprint clearance, completed VIRTUS training with verification of completion submitted to the office, and must have read and signed the *Guidelines for Interacting with Youth* form which is also kept on file in the school office.

### **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. Teachers may not be paid for tutoring students assigned to their classes.

### **Extra-Curricular Activities**

Participation in extra-curricular activities is a privilege. To be eligible to participate, academic grades must be at least a C average (2.0 GPA) and citizenship/conduct/effort must be at least a B in all classes.

#### Athletics

Students in grades five (5) through eight (8) may participate in the after-school CYO sports program. These activities include football, volleyball, and basketball. Student in grades K-8 may participate in the swim team. A sports fee will apply.

#### Eligibility Requirements

Students on sports teams must have at least an overall 2.0 GPA (C average) and at least a B in conduct. Any child with disciplinary issues will be removed from the team. Participants and their parents are required to sign an agreement regarding these expectations. In order for students to participate in after-school sports, the student must be in attendance that day. Fees for each sport/season/level vary.

#### Transportation

Parent/guardian volunteers driving students in their own cars must be at least 25 years of age, have a clean driving record for the past three years, a valid Class C driver's license and current, valid California automobile insurance with limits of at least \$100,000/300,000. Each vehicle must have individual seat belts for each student. A copy of the parent/guardian's driver's license and insurance declaration page must be kept on file at the school.

## D. Tuition and Fees

### Tuition and General Fees

#### 2009-2010 Tuition

Annual Tuition	Number of Children			
	1	2	3	4+
Participating Parishioners (see criteria below*)	\$4,430	\$6,385	\$8,135	\$10,700
Non-participating Families	\$5,665	\$8,150	\$10,375	\$13,750

\*To qualify as a *participating parishioner*, your family must worship at Incarnation Parish. You must be involved in the liturgical life of this parish. At the very least, this means attending Mass every Sunday. This participation must be indicated by registration in the parish from January 1<sup>st</sup> of the previous school year and making a \$500.00 contribution. A statement from the church must accompany the registration form.

#### General Fees

- A \$250.00 registration fee is due at the time of registration. This fee is non-refundable. Of this fee, \$50 is for re-registration and \$200.00 is applied toward the book fees for the first child. Book fees of \$200.00 per child for each additional child are due in August. These are paid directly to Incarnation School.
- Participation in the SCRIP program is required by all school families. Each family must pay the \$200.00 mandatory fee by November 15. The \$200.00 may be redeemed by purchasing SCRIP through the school and/or by registering with E-SCRIP. Once \$200.00 in profit has been generated, the mandatory \$200.00 fee will be refunded, plus any profit over \$200.00 will be split 50/50 between the school and the family. You may also opt to donate your portion of the profits back to the school.

### **Tuition Collection, Payment Plan, Automatic Deductions**

Annual tuition is due and payable at the beginning of the school year. All tuition is to be paid through FACTS Tuition Management Co. The following options for payment are provided:

- 11 monthly payments beginning in July to the FACTS Tuition Management Co. This is an automatic payment plan through your checking or savings account or your MasterCard, Discover, or American Express card. Those choosing this plan will authorize their bank to make automatic monthly payments on either the 5<sup>th</sup> or 20<sup>th</sup> of each month.
- 10 monthly payments beginning in August to the FACTS Tuition Management Co. This is an automatic payment plan through your checking or savings account or your Mastercard, Discover, or American Express card. Those choosing this plan will authorize their bank to make automatic monthly payments on either the 5<sup>th</sup> or 20<sup>th</sup> of each month.
- Students will not be eligible to register for the following school year if school accounts are delinquent.
- Payment of tuition is part of the Incarnation School Parent contract and should be paid on time\*\*.
- The full tuition amount may be paid directly to the school. A three (3) percent discount for full payment will be given if paid in full by August 1. After that date, no discount will be given.

- All tuition and fees for the respective trimester must be paid in full before a student can take trimester exams and trimester grades will be held. Trimester exams can be taken once financial obligations are met.
- The school will not issue report cards or diplomas for graduates if financial obligations have not been met.

**\*\*We depend on timely payments in order to pay our salaries and other operating expenses. If your account becomes delinquent, Incarnation School reserves the right to deny students the privilege of participating in school functions and may ask a student not to return to classes until the account has been cleared or arrangements have been made.**

## **Tuition Assistance**

All applications for tuition assistance are confidential.

### Catholic Education Foundation (CEF)

The Catholic Education Foundation is committed to providing tuition assistance to the most financially deserving students attending Parish elementary and Catholic high schools in the Archdiocese of Los Angeles. Tuition award applications are available through the school. The application process is once a year beginning mid-January through the end of March.

### School-Based Tuition Assistance

Incarnation School has a limited amount of financial aid available. The school provides tuition assistance on the basis of need. School-based tuition assistance application forms are available in the Business Office beginning in March.

## **Participation Hours**

The main goal of the participation hours program is parent involvement! Our parents provide the building blocks for the Incarnation family spirit. Each school family is required to contribute forty (40) hours of participation each year to the school or parish. Families wishing to opt out of the participation hours program are required to pay \$500 by November 15. Details regarding activities that qualify for participation hours can be found in the Participation Hours Manual or online. If an activity is not listed, prior approval from the principal is required in order to receive credit.

### Duration of the Program

Hours must be completed beginning June 1<sup>st</sup> through May 31<sup>st</sup> to receive credit for the current school year. These dates have been chosen for accounting purposes. It allows the school an opportunity to communicate with the families who have not met the 40 hours requirement and collect the balance due, which must be paid prior to the beginning of the following school year.

Any slips not submitted by June 1<sup>st</sup> for all services rendered until May 31<sup>st</sup> will no longer be accepted for credit. All hours performed after June 1<sup>st</sup> will be credited to your account for the following school year.

### Reporting your Hours

Each family will receive a Family Participation Hours Program booklet. When performing participation hours, complete a slip, have it signed by the *chairperson* of that event and return it to the school office in person or via Home Messenger **as soon as possible**. **DO NOT** hold on to your yellow slips until you have completed all 40 hours and submit them all at once.

The yellow slips must have the description of work done. Do not combine different committees/services done on one slip. Please clearly print your family name (child's last name if different from yours), date of service, child's grade level, and signature of your chairperson. Retain the attached stubs of each slip for your records.

We DO NOT donate hours to other school families, as this will defeat the purpose/goal of the program. **Children may not earn hours towards this program.**

#### Important note

Any hours not completed by May 31 will be billed at \$25.00 per hour. It is each parent's responsibility to submit service hours slips. Records can only be as accurate as they are received. If you have completed your 40 hours by May 31, but failed to submit your yellow slips timely, you will be billed \$25.00 per hour. All families who have agreed to participate in this program are required to submit their yellow slips. There are no exceptions to this rule.

#### Volunteer Requirements

To comply with the Archdiocese of Los Angeles's Safe Environment Program, all adult volunteers working on campus must have the following on file in the school office:

- Certificate of VIRTUS completion (VIRTUS training expires after four (4) years and may be renewed by attending another live session, a shortened renewal course, or by completing online training updates. For VIRTUS class information, visit [www.virtus.org](http://www.virtus.org).)
- *Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events* form read and signed

Parents who are working **directly** with children (playground supervision, classroom helpers, field trip chaperones) must meet the above requirements as well as the following additional requirement:

- LiveScan fingerprint clearance (locations for fingerprinting available in school office)

#### **Fundraising Requirements**

The two (2) mandatory fundraisers are the annual Jog-A-Thon and the annual Auction.

- Mandatory participation in the annual Jog-A-Thon at \$150.00 for 1 child, \$300.00 for 2 children and \$450.00 for 3 or more children. Families may defray the donation by soliciting one (1) \$250.00 business sponsorship per child.
- Participation in the annual Auction with the purchase of \$150.00 in raffle tickets per family and a \$150.00 event donation (admittance of two attendees to the event).

#### **Other Fees**

##### Field Trips

Generally, the cost of field trips, including transportation, is the parents' responsibility. Costs for field trips depend on destination.

##### Labs/Supplies/Projects

It may be necessary for students to purchase additional materials throughout the school year for labs or other class projects.

### Sports

Students participating in after school sports will be required to pay the sports fee prior to beginning practices. Fees are listed below and are subject to change.

- “A” level teams: \$50 per season
- “B” level teams: \$40 per season
- Uniform deposit, if applicable: \$45 (refunded upon return of uniform)

### Tie Rental

A tie is required for Mass days. If a student forgets to wear his/her tie on a scheduled Mass day, ties may be rented from the school office for \$5.

## **E. Discipline**

### **Discipline**

The administration and faculty consider discipline at Incarnation School Discipline an aspect of moral guidance and education of the will. The purpose of discipline is not punishment; rather, the goals of a discipline program are:

- To promote genuine personal development in the student;
- To increase respect for duly-constituted authority;
- To further the growth of self-discipline in light of Christian behavior; and
- To ensure a school and classroom environment conducive to learning.

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.

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/ her discretion.

### **Administrative Authority**

A student’s admission to Incarnation School assumes acceptance and support of school rules and philosophy by both students and parents. The administration reserves the right to determine whether a student’s appearance or behavior is appropriate.

### **Rules and Regulations**

The directives in this Handbook, together with the additional school, classroom, and playground rules which are not given here, are intended to aid in the achievement of the goals stated in our philosophy and to ensure order and safety. We seek to enable students to become committed Catholics who will live as children of God in the Gospel spirit of love of their neighbor. We encourage the development of self-

discipline to the degree that Christian conduct will become normal behavior so that all may profit from an environment of mutual respect and love.

The following rules must be observed and enforced:

- Students will show respect to all adults in charge whether in the classroom or on the playground, or while engaged in any school-sponsored function (e.g. after school sports, ASP, etc.).
- Students will respect one another by not fighting, calling each other names, teasing, using obscenities, or inappropriate gestures.
- Students may not engage in inappropriate forms of public displays of affection.
- Students will respect school property by keeping it clean and in good repair. This includes books, desks, walls, classrooms, and bathrooms.
- Students will follow rules set forth by the teacher in matters of behavior, assignments, and homework.
- Students may eat only at their designated lunch tables and must clean their area before being dismissed from the lunch area.
- Students will be in complete uniform at all times unless excused for a special occasion.
- Students may not chew gum on school grounds.
- Students may not bring personal play equipment or toys to school (exception: rainy days or at the teacher's request; electronics not permitted).
- Students may not bring inappropriate magazines, books, videos, etc. to school.
- Students may not bring iPods, hand-held video games, or other electronics to school.
- Students are not permitted to use or carry cell phones on them during school hours or during ASP. (See cell phone policy, page 36)
- Students may not take or destroy property belonging to anyone else.
- Students may not be in the classrooms, auditorium, or on school premises without adult supervision. This includes going to and from special classes.
- Students may not go to the office or health room without a written note from a teacher or other supervising adult.
- Students may not be in possession of drug paraphernalia, obscene pictures, literature, or other unacceptable objects.
- Students must be on time for all classes.

## **Consequences**

The teacher is responsible for maintaining discipline in the classroom and he/she has the authority to deal with problems as they arise and give appropriate consequences. Detentions, loss of privileges, special tasks, or reflective assignments are often given when a child does not observe school rules.

Should any serious discipline problem arise, parents will be contacted and a parent-teacher or parent-teacher-principal conference will be arranged.

### Procedures for Consistent Negative Behavior

1. Students who engage in consistent negative behavior will be given a detention notice to be signed by the parent.
2. If the behavior continues, a conference with the parent and teacher will be held.
3. If there is continuance of negative behavior, a conference with the principal will take place.
4. Further occurrences of negative behavior may warrant a suspension notice.

### Detention of Students

A student may be detained after the daily school session for violation of various class and school

regulations. Students will be given a detention notice which includes the infraction, the date of notice, and the date and time the detention is to be served. Detention notices require the parent's signature; notices must be returned to the school for filing.

- The length of detention is normally thirty (30) minutes but may be up to one (1) hour depending on the age of the student and the nature of the offense.
- A student shall not be detained in school for disciplinary or other reasons for more than one (1) hour after the close of the school day.
- Detention may be served before or after school.
- All detentions will be served in the classroom noted on the detention notice.
- Students who participate in after-school sports or other after-school activities must serve detention before being allowed to participate in practice/games on the day they need to serve detention.

Grounds for detention may include any violation of the rules and regulations listed in the *Parent-Student Handbook*. If a student or parent has a question about a particular detention, the student or parent should talk to the teacher or staff member who gave the detention.

### **Suspensions & Expulsions**

The following excerpts from the California Education Code will determine the criteria used at Incarnation School for Suspension or Expulsion:

- C.48903* "Continual willful disobedience, habitual profanity or vulgarity, open and persistent defiance of authority of the school personnel, or any threat of force or violence directed toward school personnel, at any time or place shall constitute good cause for suspension or expulsion from school..."
- E.C48907* "...may suspend or expel pupils for misconduct when other means of correction fail to bring proper conduct..."
- S.C48904* "...any minor who willfully cuts, defaces or otherwise injures in any way property, real or personal, belonging to a school is liable to suspension or expulsion and the parent or guardian is liable for all damages so caused by the minor."
- S.E.C 48900.4* "...possessed, sold, or otherwise furnished firearm, knife, explosive, or other dangerous object..."
- C.A.C.301* "Students are forbidden to use or possess intoxicating liquor while on school grounds or elsewhere when under the authority or direct supervision of school personnel, or when such conduct is otherwise related to school activity or school attendance..."

Grounds for suspension include but are not limited to blatant insubordination, disobedience, or respect; forging a note or signature; serious misbehavior or discourtesy; receiving five (5) detentions for a single offense.

### Conditions of Suspension

- Any of the reasons listed for expulsion where mitigating circumstances exist may be adequate cause for suspension of a student.
- Student will not be suspended for more than two (2) consecutive weeks.
- Notice of suspension will be given to the parents/guardians by telephone or in a conference.
- The principal shall schedule a conference with the suspended student's parents/guardians to discuss matters pertinent to the suspension especially the means by which the parents/guardians and 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/her own authority suspend a student.

- Suspension will become effective within two (2) days of notification.
- Depending on the infraction, in-school suspension will sometimes be required. A parent or other family member may be required to supervise the student in school while he/she completes the assignments.

### Expulsion

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

- Actions gravely detrimental to the moral and spiritual welfare of other students.
- Habitual profanity or vulgarity.
- Assault, battery or any threat of force or violence directed toward any school personnel or student.
- Bullying or harassing 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 Communications Policy policies and guidelines.
- Inappropriate conduct or behavior unbecoming a student in a Catholic school.

### Procedure for Expulsion

When the reasons for expulsion are purely disciplinary, i.e., when serious moral reasons are not involved, the following steps will be taken:

- A conference will be held with the parents/guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless there is immediate improvement in behavior. The pastor will be notified of the conference.
- If there is no improvement in behavior, the final decision will be announced at a second conference attended by the principal, teacher, and parents/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/her own authority expel a student.
- Full credit will be given for all work accomplished by the student up to the moment of expulsion.
- A written record of the steps leading to expulsion will be kept on file with copies of all communications and reports.

### Cases Involving Grave Offenses

- In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and the initial parent-principal conference is dispensed with.
- 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/guardians.
- An expulsion may be made immediately if the reasons are urgent.

### Right to Make Exceptions

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

### **Academic Infractions**

Academic infractions which carry detention penalties include, but are not limited to:

- Plagiarism: the willful use of the language, ideas, or thoughts of another as if it were one's own original work
- Copying another student's answers in assignments or tests
- Discussing answers during class examinations
- Use or possession of unauthorized notes or materials during a test
- Cheating or cooperation in cheating on a quiz or test
- Being in possession of teacher copies of test, teacher edition books, or other testing materials.

### **Cell Phone Policy**

Students may only use their cell phones after school, provided they are not enrolled in ASP. At all other times during the school day, the cell phone is to be turned off (not set on silent or vibrate) and is to remain out of sight. This restriction includes passing periods, recess, and lunch. Students may not make or return phone calls, check messages, create or receive text messages, use the phone to take pictures, or engage in any other similar activity during the school day.

A student who becomes ill during the school day must go to the office to call home. He/she may not use a cell phone to call home. If a student has a personal concern which he/she believes requires him/her to make a phone call during the school day, he/she must make his/her needs known to the teacher for permission to go to the office and use the phone.

The library is a cell phone free zone. This means that there is no cell phone use (as described above) in the library, even after school.

A parent with a true emergency may call the school office and leave a message for the student. Since students are not allowed to use cell phones during the school day, the message should be clear.

### Consequences for violation of cell phone use

For a first violation, the student receives one detention and the phone is confiscated by the teacher or staff member who witnesses the violation. The student may claim his/her phone from the principal after school the same day. For any additional violations, there will be increased disciplinary action, including

detentions, and the confiscated phone will remain in the possession of the principal until arrangements can be made for a parent to retrieve it.

## **Computer Network User Agreement**

Parents and students are asked to study and sign the following guidelines provided by the Archdiocese of Los Angeles:

- All school systems, all information stored on them and all work performed on them are subject to school supervision, inspection and governance of school policies.
- The school may engage in routine maintenance and monitoring of its computer system.
- The school only provides limited privacy in the contents of student personal files on the school's computer system. The situation is similar to the rights students have in the privacy of lockers.
- The school reserves the right to monitor, access, retrieve, read and disclose all messages created, sent, received or stored on its systems (including connections made and sites visited) to law enforcement officials or others, without prior notice.
- Students may only use the system under the direct supervision of a staff member.
- Where pertinent and approved, students should use care in creating e-mail messages. The contents of e-mail cannot be considered private or confidential. Even when a message has been deleted, it may still exist on a back-up system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge.
- Students at Incarnation School are not permitted to access files from school computers.
- Any files downloaded from the Internet and any computer disks received from non-school sources must be scanned with virus detection software. Immediately report any viruses, tampering or other system breaches to the principal or its delegate.
- If approved by the principal, students may create personal Web pages on the school's computer system. All materials placed on the web page must be pre-approved. Materials placed on the web page must relate to school and/or career preparation activities. Contents must also comply with the restrictions set forth below.
- Students will promptly inform their teacher or other school employees of any message received that is inappropriate or makes them feel uncomfortable.
- The school will not be responsible for supervising or continually monitoring every communication and Internet session for every student and staff member beyond the scope of supervision defined in the user agreement.
- Internet access from outside the school is the domain of the parents / guardians. We expect our parents to be equal stakeholders in the implementation of our computer system policies by monitoring their child's Internet access and electronic use at home in a manner supportive of the school's policies. While the school cannot provide consequences for inappropriate electronic communications among students outside of school, note that in some cases, law enforcement may be called to intervene.

Students using Incarnation School's Computer Systems may not:

- Post personal contact information about self or others. Personal contact information includes address, telephone, school address, parent's names, work address, etc.
- Agree to meet with someone they have met online without their parents' approval. A parent should accompany them to the meeting.
- Use obscene, defamatory or disruptive language.
- Harass, insult or attack others.
- Send comments or images that would offend someone or an organization on the basis of race, creed, gender, national origin, sexual orientation, political beliefs or disability.

- Upload, download, view or otherwise transmit copyrighted, trademarked, patented or indecent material, trade secrets or other confidential, private or proprietary information. Regarding copyright materials, certain exceptions are given for educational purposes and if there is any doubt, students must consult with their teachers.
- Engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, etc.
- Employ the network for commercial and / or political lobbying purposes
- Access material that is profane or obscene (pornography) that advocates illegal acts or that advocates violence or discrimination towards other people.
- Damage, alter, disrupt or gain unauthorized access to computers or other systems: e.g., use others' passwords, trespass on others' folders, work or files.
- Enable unauthorized persons to access or use the school's computer systems or jeopardize the security of the school's electronic communication systems.
- Introduce a virus, attempt to breach system security or tamper with the school's computer system.
- Re-post a message that was sent privately without permission of the person who sent the message.
- Waste intentionally limited resources.
- Download large files unless absolutely necessary. If necessary, students will download the file at a time when the system is not being heavily used.
- Post chain letters or engage in "spamming" (sending an annoying or unnecessary message to a large number of people).

#### Consequences for Violating Any of the Above Policies

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

#### Limited Liability

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

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

Incarnation School is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents/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 based upon a legally protected class, such as race, sex, ethnic origin or religion. 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 impending 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.

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

Students 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.

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

The student who has made the threat will be suspended until the investigation by the police and school has been completed.

The decision to re-admit a student who has made a threat will be made by the principal and pastor on a case-by-case basis.

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

## **School Searches**

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

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

Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in his/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/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/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.

### **Dress/Uniform Code**

The school uniforms must be worn on all school days unless otherwise specified. A student who comes to school out of uniform must bring a note of explanation from his/her parent or guardian. Students may wear only *plain* white T-shirts under the uniform shirt or blouse.

Parents will be notified of all uniform/general appearance violations via an out of uniform notice. Detention will be assigned after three (3) uniform violations. Students may be sent to the office or sent home until appropriately dressed.

Please mark your child's name clearly on all items of clothing which may be removed during school hours, including boys' shirts and girls' jumpers. Lost items will be placed in the school's lost and found located in the Resource Room. Unclaimed and unlabeled items will be given away or sold in December, March, and June.

Uniform items are available from:       **DENNIS UNIFORM COMPANY**  
250 S. Flower Street  
Burbank, CA 91502  
(818) 843-8306 (800) 473-8130  
(818) 843-8412 Fax

### Girls' Uniform

- White short-sleeved blouse – ***required for Mass***
- White, navy blue, light blue, or cardinal polo shirt
- White turtleneck or long sleeved white shirt may be worn under the blouse in cold weather (no thermal underwear)
- Navy blue plaid (Dunbar) jumper (grades K-5) or skirt OR navy blue twill uniform pants (grades 6-8) – ***either required for Mass***
- Navy twill walking shorts are optional for all grades (can only be worn in September, October, November, April, May, and June)
- Shorts/Pants with pockets in legs are not allowed
- Skirt length must be no shorter than 2" above the kneecap. Skirts may not be rolled at the waist.
- A navy blue cardigan, pullover sweater, or uniform sweatshirt is permitted.
- Plain navy blue jackets only
- Jackets, sweaters, and sweatshirts with logos or printing other than that of Incarnation School are not permitted.

- On wet or very cold days, an extra jacket or coat may be worn. This is in addition to the school sweatshirt, jacket or sweater.
- White or blue knee socks or cuffed anklets (socks must be visible 1” above the ankle).
- White or blue tights may be worn in cold weather. Leg warmers, sweats, leggings, or stretch pants are not permitted.

#### Shoes

- Solid (all) black, solid (all) white, solid (all) blue, or black and white/blue and white shoes only
- No shoes with wheels, pictures, designs, or lights
- No high top shoes, army or construction style boots
- Shoe laces: Only solid (all) black or solid (all) white shoe laces are allowed.
- No sandals or slip-on shoes

#### Boys’ Uniform

- White short-sleeved buttoned shirt – ***required for Mass***
- White, navy blue or light blue polo shirt
- A white turtleneck may be worn under the shirt in cool weather (no thermal underwear).
- Navy blue twill / cord pants – ***required for Mass***
- Navy twill walking shorts are optional for all grades (can only be worn in September, October, November, April, May, and June).
- Belts must be worn (except in grades K and 1) and shirts must be tucked inside the pants or shorts
- A navy blue cardigan, pullover sweater or uniform sweatshirt is permitted.
- Plain navy blue jacket only
- Jackets, sweaters, and sweatshirts with logos or printing other than that of Incarnation School are not permitted.
- On wet or very cold days, an extra jacket or coat may be worn. This is in addition to the school sweatshirt, jacket or sweater.
- Navy blue or white socks (must be visible 1” above the ankle).
- Pants must fit comfortably at the waist and should not hang on the hips.
- Underwear must not be visible.
- Baggy pants are not allowed.
- Shorts/Pants with pockets in legs are not allowed.

#### Shoes

- Solid (all) black, solid (all) white, solid (all) blue, or black and white/blue and white shoes only
- No shoes with wheels, pictures, designs, or lights
- No high top shoes, army or construction style boots
- Shoe laces: Only solid (all) black or solid (all) white shoe laces are allowed.
- No sandals or slip-on shoes

#### Physical Education Uniforms

Physical education uniforms are purchased from Incarnation School. On P.E. days, girls and boys may wear:

- Navy blue uniform walking shorts and white or blue Incarnation T-shirt or Jog-A-Thon shirt
- Mesh shorts with Incarnation logo (grades 6 – 8)
- Tennis shoes with laces must be worn (no slip-ons)
- The P. E. uniform may be worn all day ***only*** on P.E. days.

- On Mass days, students must wear their Mass uniform to school and bring P.E. clothes to change into during lunch.
- In cold weather, students may wear sweat pants for P.E.

#### Mass Day Uniform

- Students are expected to wear full uniform (ties and no shorts) on all Mass days.
- If P.E. day and Mass day coincide, students must wear their full Mass uniform and bring their P.E. clothes to change into during lunch.
- No other jacket or sweater may be worn in place of the uniform.

#### General Appearance

- Uniforms must be clean, in good condition, and appropriately sized. Oversized clothing is not allowed.
- Hair must be neat and should not cover the eyes. Extreme and trendy hairstyles (shaved heads, roosters, Mohawks, tails, excessive spiking, bleached/dyed/highlighted hair) are not permitted.
- Boys' hair should be above the collar and above the ear.
- Make-up and nail polish are not permitted. Any student wearing make-up and/or nail polish will be asked to remove it.
- Girls may wear one small set of earrings; dangling earrings are not allowed.
- Boys may not wear an earring.
- Girls may not wear excessive jewelry (such as several bracelets).
- Oversized clothing is not allowed.

#### Free Dress Days (Non-Uniform Days)

- Modest, tasteful dress is required.
- No low-rise jeans or jeans with holes.
- Midriffs, miniskirts, and T-shirts, dresses, or tops with bare shoulders are not allowed.
- Nice denim, dress pants, or skirts may be worn.
- No short shorts or cut-offs
- Boys' shirts must have a collar.
- Socks must be worn and must be visible 1" above the ankle.
- Both boys and girls must wear appropriate shoes. No sandals, high heeled shoes, or construction style boots are allowed.
- No writing whatsoever is allowed on shirts, including logos.
- Shirts/blouses must be long enough to cover the waist (even when hands are raised over the head).
- Oversized clothing not allowed.

*A student who comes to school inappropriately dressed will be sent home to be properly groomed and dressed and will lose the privilege of "free dress" the next time.*

#### Dress Code for Eighth Grade Graduation Dinner-Dance

In the interest of preserving the modesty and decorum of the event, and to prevent uncomfortable instances of inappropriate dress, the following guidelines have been adopted:

##### Boys

- Dress trousers (no jeans)

- Long-sleeved dress shirt
- Dress shoes (no sneakers or athletic shoes)
- Necktie
- Suit coat or sport jacket optional

#### Girls

- No strapless dresses or spaghetti straps
- No low necklines or bare backs
- Girls must wear a jacket, sweater, shawl, or stole as a cover-up if the dress features the above items.
- Avoid dresses with cut-out portions or clingy fabrics.
- Shoes – heels are permitted, but remember that it may be difficult to dance with uncomfortable shoes

## **F. 2009 -2010 Calendar**

The dates listed below are for quick reference and are subject to change. Please check the monthly calendars and the weekly newsletters sent in the Home Messenger for updates.

August 31: First day of school grades 1-8; noon dismissal

#### September

- 1: Noon dismissal; PTO Board Meeting
- 2: Regular dismissal grades 1-8
- 7: No School – Labor Day
- 8: First day of school for Kindergarten
- 14: General PTO Meeting 7:00 p.m.
- 17: Back to School Night (6-8)
- 19: Back to School Hop/Book Fair
- 24: Back to School Night (K-5)
- 28: No School – WASC In-Service Day
- 29: ITBS Testing begins

#### October

- 2: Blessing of the Animals
- 6: PTO Board Meeting
- 9: Progress Reports
- 12: No School – Teacher In-Service
- 22: High School Night
- 26: No School - WASC In-Service
- 30: Halloween parade and parties

#### November

- 2: No School - WASC In-Service
- 3: PTO Board Meeting
- 11: No School – Veterans Day
- 13: End of Trimester I
- 20: Jog-A-Thon; Report cards
- 23-25: Noon Dismissal; Parent-Teacher Conferences
- 26-27: No School – Thanksgiving Vacation

#### December

- 1: PTO Board Meeting
- 5: Barnes and Noble Book Fair
- 10: Fall Sports Banquet
- 17: Christmas Show
- 18: Noon Dismissal
- 21- Jan. 1: Christmas Vacation

#### January

- 4: School resumes
- 5: PTO Board Meeting
- 6: All School Mass; Epiphany parties
- 11: General PTO Meeting
- 18: No School – Martin Luther King, Jr. Day
- 22: Progress Reports
- 31: Catholic Schools Week Mass 9:00 a.m.; Open House 10:00 a.m. – 12:00 p.m.

## February

- 2 - 4: WASC visit
- 5: Noon dismissal
- 12: Valentine's Day parties
- 15: No School – Presidents Day
- 17: Ash Wednesday All School Mass

## March

- 2: PTO Board Meeting
- 5: End of Trimester II
- 6: Academic Decathlon
- 12: Report Cards
- 13: Spaghetti Dinner
- 19: No School – Religious Education Congress
- 26: Variety Show

## April

- 1: Holy Thursday; Noon dismissal
- 2: No School – Good Friday
- 5-9: Easter Vacation
- 13: PTO Board Meeting
- 24: Auction Luncheon
- 26-28: Science Fair

## May

- 3-7: Teacher Appreciation Week
- 4: PTO Board Meeting
- 10: General PTO Meeting
- 20: Spring Show
- 26: Spring Sports Banquet
- 31: No School – Memorial Day

## June

- 1: 8<sup>th</sup> Grade Baccalaureate Mass; PTO Board Meeting
- 2: 8<sup>th</sup> Grade Disneyland trip
- 3: Last Day of School for 8<sup>th</sup> grade
- 4: 8<sup>th</sup> grade Dinner Dance
- 7: 8<sup>th</sup> grade Graduation 2:00 p.m.
- 10: Kindergarten Graduation 9:00 a.m.
- 11: Last day of school; 10:30 dismissal



ARCHDIOCESE OF LOS ANGELES
MEDICATION AUTHORIZATION AND PERMISSION FORM

(please print except where signatures are required)

Part A, B, & C to be completed by a licensed physician
Part D to be completed by parent/guardian

A. Last name of student First name Sex Birth date
Purpose of medication or diagnosis Name of medication
Dosage prescribed Time schedule at school 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 prescribed is under my care.
Printed name of licensed physician Signature of licensed physician
Address Telephone Date

D. Permission for Medication to be Taken During School Hours
I request that my child, be permitted to receive and to be
assisted/supervised in taking the above prescribed medication at school. I will comply with the
policies and procedures determined by the school district.
Date Day telephone Emergency telephone
Signature of Parent/Guardian



**ARCHDIOCESE OF LOS ANGELES  
 PERMISSION TO CARRY AN INHALER**  
 (please print except where signatures are required)

<b>Part A, B, &amp; C to be completed by a licensed physician</b> <b>Part D to be completed by parent/guardian</b>
---

A. \_\_\_\_\_  
 Last name of student                      First name                      Sex                      Birth date

\_\_\_\_\_                      \_\_\_\_\_  
 Diagnosis                      Inhaler prescribed

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
 Dosage prescribed                      Time schedule at school                      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.

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_                      \_\_\_\_\_  
 Printed name of licensed physician                      Signature of licensed physician

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
 Address                      Telephone                      Date

D. **Permission for Inhaler to be Self-Administered by Student During School Hours:** *The student may carry and use the inhlaer as prescribed after this form has been filed with the school health office.*

I request that my child, \_\_\_\_\_, be permitted to carry and self-administer the above-prescribed inhaler at school. I will comply with the policies and procedures determined by the school district.

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
 Date                      Day telephone                      Emergency telephone

\_\_\_\_\_

Signature of Parent/Guardian

# INCARNATION PARISH SCHOOL

123 West Glenoaks Blvd. Glendale, CA 91202  
Telephone (818) 241-2269 Fax (818) 241-4734  
www.incaglendale.org

## PERMISSION TO WALK 2009-2010

**I give permission for my child(ren) to walk home after school. On days that my child(ren) walks home, I understand that he/she must sign out in the school office before leaving campus.**

*Please print student's first and last name and grade.*

*Mark the days that your child has permission to walk home.*

**Name of Student** \_\_\_\_\_ **Grade** \_\_\_\_\_

Mondays  Tuesdays  Wednesdays  Thursdays  Fridays

**Name of Student** \_\_\_\_\_ **Grade** \_\_\_\_\_

Mondays  Tuesdays  Wednesdays  Thursdays  Fridays

**Name of Student** \_\_\_\_\_ **Grade** \_\_\_\_\_

Mondays  Tuesdays  Wednesdays  Thursdays  Fridays

**Name of Parent/Guardian** \_\_\_\_\_

**Signature of Parent/Guardian** \_\_\_\_\_

**Primary Contact #:** \_\_\_\_\_

**Secondary Contact #:** \_\_\_\_\_



**ARCHDIOCESE OF LOS ANGELES  
DRIVER'S INSURANCE VERIFICATION FORM  
FORM # E.3.2**

I carry my own Automobile Liability Insurance with limits of  
\$ \_\_\_\_\_ and Medical Payments coverage with limits of  
\$ \_\_\_\_\_.

Make, model, year of vehicle to be used:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My insurance carrier is:

\_\_\_\_\_

Policy number:

\_\_\_\_\_

Policy expires:

\_\_\_\_\_

My agent is:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Phone number:

\_\_\_\_\_

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

Signed: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

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

*NOTE: This form is for use by all Employees and Volunteers who drive their personal vehicles on Archdiocesan School, Parish, or Agency business and activities.*

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: Incarnation Parish School

Class/Activity: General postings to the Incarnation Parish School website (www.incaglendale.org/school)

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

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

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

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

**Please initial the applicable boxes**

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

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

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

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

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

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

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

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

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



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

I have received and agree to comply with the *Guidelines for Adults Interacting with Minors at Parish, Parish School, Youth Ministry, or Religious Education Activities or Events* of the Archdiocese of Los Angeles. As stated in the copy of these guidelines: “**All adults working or volunteering with minors are accountable to follow all policies contained in ministry Handbooks.** All adults acting in a staff, faculty, ministerial or other paid or volunteer\* position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members/faculty/volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off the parish or parish school locations.” These guidelines are part of the commitment of the Archdiocese of Los Angeles to keep children and youth safe and to provide a role model for all minors under our care.

Activity(ies) or Event(s) in which I am involved:

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

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

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

# Incarnation Parish School Parent/Student Policies Agreement Form

(Please print except where signatures are required)

## Acceptance of Parent/Student Handbook

Our family has received and read the Incarnation Parish School Parent/Student Handbook. We are aware of, understand, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended.

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

**FAMILY NAME** \_\_\_\_\_

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

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

Print student names and grades:

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

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

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

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

Please return this signed form promptly to the School Office no later than **September 11, 2009**.  
This form will be placed in the students' permanent files.