

SECTION B: ADMISSION AND ATTENDANCE

Guidelines for Admission

Preferences shall be given to active members of the parish

- Under Archdiocesan guidelines for financial considerations, the optimum number of students per classroom is 35
- The required age for transitional kindergarten is four (4) years of age on or before September 1.
- The recommended age for kindergarten students is five (5) years of age on or before September 1, but required by December 1
- The recommended age for first grade students is six (6) years of age on or before September 1, but required by December 1, unless waived by the principal
- All students must comply with current California immunization and health requirements prior to enrollment
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to meet the educational and financial needs of all students
- The pastor and principal will review a students' continued eligibility for enrollment in the parish school
- Each school shall establish procedures for admission and enrollment

Non-Discrimination Policy

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

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

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

Inclusion Procedures

Through the mission of the Archdiocese, our schools strive to serve children with varied

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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

Absence

Teachers are responsible for checking the daily attendance of all students. Elementary schools are record absences according to the instructions on the Student Attendance Register.

It is Archdiocesan policy that "when a pupil has been absent, a written excuse signed by the parent or guardian is required, and these must be kept on file until the end of the official grading period." For your child's protection, we ask that you call the school before 8:45 a.m. (626/336-2821) whenever he/she is absent. However, a written excuse from the parent is still required when the child returns in order for him/her to be admitted to the classroom. This note should be written clearly on suitable stationery, should include the date(s) of the absence, and must be signed by the parent or guardian. Any questions about absences and tardies should be brought to the attention of the teacher within one week of the distribution of report cards.

School work missed due to illness is to be made up within a period designated by the teacher. Typically, students have 2 days for every 1 day of absence to submit missing work. **It is the responsibility of the student to approach the teacher to request this make-up work.** Calls can be made to the school office requesting homework; these assignments can be picked up at the end of the school day. For absences of 15 days or more, the report card may be withheld until the lessons are completed.

Vacations are not excusable absences. This type of absence may seriously affect a child's learning and grades. Parents are reminded that teachers cannot give permission for vacation and that they cannot give advance work. Also, teachers cannot replace classroom instruction with assignments. As a result, student achievement suffers in the loss of this instruction and interaction.

Tardiness

Archdiocesan policy states that a student is tardy if he/she arrives after the time fixed by the school for the beginning of the morning session (8:00 a.m.) If a child comes to school 30 minutes late or more, he/she is marked absent for one-half day. Children arriving late to school must come to the office, together with the adult that drove them; the adult must "sign them in". Getting to school on time teaches the child responsibility. Tardiness is reflected in the child's report card grades. Multiple tardies or absences may result in retention. It also disqualifies a student from receiving awards at the end of each grading period which they may otherwise have received.

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A record of all tardiness is kept in the attendance register and records.

Early Dismissal

Dismissals for medical and dental appointments or for other serious reasons may be granted when a request is made. These requests are to be submitted in advance to the teacher or office personnel. Early dismissal requests are filled out by the office personnel and are signed by the responsible adult before the child leaves the school. Early dismissals count as a ½ day absence if the student misses more than 30 minutes. If the child leaves within the last 30 minutes of the school day, he/she will be marked for an afternoon tardy. It is preferable, however, that medical appointments be made outside of school hours. Children returning to school from an appointment need to report to the office before going to class.

Parents present themselves at the school office to pick up the child and school personnel will call the child from class. Parents are not permitted to go directly to the classroom for pick-up.

Removal of Students from School During School Hours

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

Exceptions to this rule may be made only:

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

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

Interview and Removal from School of Students by Police Officers

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

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

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

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

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

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

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

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

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

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

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

b. **Informing the Parent or Guardian when a Student has been removed from School by a Police Officer**

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

Truancy

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

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

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

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

Communication Procedures

School Office

The School Office is open from 8:00 a.m. until 3:30 p.m. Parents may leave messages on the answer machine if the secretary is unable to answer the phone or if the office is closed. Out of consideration for the school secretary, please consult your calendar for early dismissal days, church days, etc. so that your children do not have to call home for someone to pick them up. Please be sure that your child is in proper uniform and has all required supplies to eliminate the need to call home.

All visitors must report to the Office before entering a classroom or the school grounds. This includes parents. For the safety of your children we need to know who is on the campus at all times.

With our busy schedules it is tempting to stop a teacher in the yard before or after school for a conference. Usually at these times, teachers are supervising children and do not have the appropriate amount of time nor attention to address your concerns.

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Teachers are happy to make appointments through the school office. Please call ahead of time for a desired appointment. If it is an emergency, please go to the office and we will find coverage for the teacher so that you can share this important and timely information.

Messages to Students

In case of emergencies, please leave messages for students in the school office. Classroom instruction is not to be interrupted.

Telephone Use

The office telephone is for the use of the principal and staff. It is to be used only in cases of emergency by parents and children. Students are to make previous arrangements for after-school sports or other activities. Students typically do not use the office phone for forgotten items such as forgotten lunches, books, homework, PE clothes, projects, permission slips, snack money, etc. in order to teach planning and responsibility. In the case of a forgotten lunch, the child will be provided with something to eat from the St. Joseph table.

Cell Phone Use

Cell phones and other electronic devices (iPods, gaming devices, etc.) are neither necessary during the school day nor permitted. Students may bring cell phones if they are needed for after school events with parent permission.

If brought to school for the above reason, cell phones will be collected each morning in the student's classroom and kept locked in the office during the school day. The cell phones will be returned at the end of the day and students will put them into their backpacks. Cell phones are not to be used unless off school property. All emergency phones messages are to be sent and received through the school office phone.

If a student is caught with a cell phone of school property, the cell phone will be confiscated and a parent will need to pick it up from the office. If this happens a second time, the phone will be confiscated, parents notified and the cell phone will be stored in a locked place in the school office until the end of the school year at which time it can be picked up by the student's parent.

To maintain the virtues of respect and courtesy, we ask that parents' cell phones be turned off / not answered while conducting business in the office. In addition, cell phones are not to be used by adults acting in a supervisory capacity for our students. Attention must be given to the students.

Email

Sometimes email can be a very convenient way to set up meetings or ask a quick question. To contact the school or a specific teacher using email, please use the school email account. Teachers will not contact parents using their personal email. Teachers will never contact the student directly. Students may not send/receive e-mail or any other type of personal communication while at school.

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Email communication should be brief and concise. For longer discussions or concerns of greater gravity, teachers will respond with a phone call with the necessary information or to set up a conference with the parent.

Monthly Bulletins, Calendars, Events

Monthly bulletins and calendars along with other pertinent information will be emailed and/or posted each month on our school website. If a parent does not have an email account or have access to the internet, please notify the office and a hard copy will be printed for you and sent home with your child.

These communications will acquaint you with important dates and events which will take place during that month. The information in these bulletins is very important. New or modified policies are given in these bulletins which can supersede those stated in this handbook and to which you will be bound. Please post the calendar, bulletins or other reminders at home so that reference can be made to it frequently.

On-line Grading

An on-line grading program is currently being utilized by the teachers. You will receive a password to access your child's academic information. The on-line grading program can be a helpful tool. However, it is not meant to replace the valuable and necessary communication between the parent and the child's teacher.

Homework Folder / Student Planners

Grades Kinder thru 2nd send home a weekly homework folder with each student. Teachers and parents can utilize this folder to send timely information. We ask that parents to check it daily.

Grades 3 thru 8 use a student planner. The students write their assignments and other pertinent information in their planner. Teachers and parents can utilize this planner to send timely information. We ask that the parents check it daily.

To help the third graders transition from a homework sheet to a planner, the teacher will utilize a homework sheet for the first few months of school. During these first few months, the students will practice writing their homework assignments and other important information into their planner. Parents can help with this transition by having their child compare what was written on the homework sheet with what they wrote in their planner.

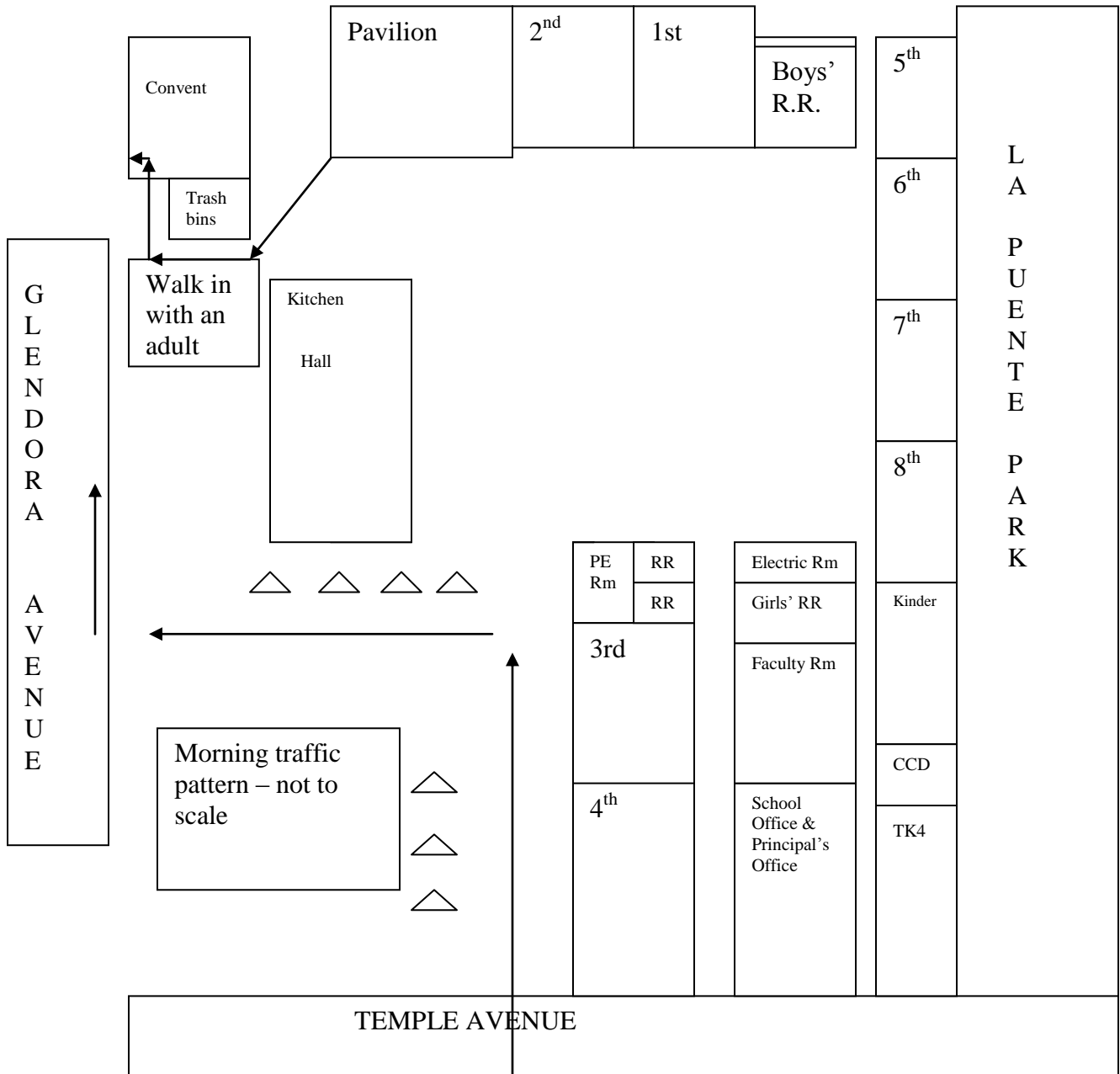
Arrival / Dismissal Procedures

Since it is essential for all drivers to be aware and alert and especially for the safety of the children, we ask that the drivers no not use their cell phones while dropping of or picking up the children. Drivers or others in the car should not get out of the car for any reason. School personnel or our safety members will assist your son or daughter into our out of the vehicle.

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Morning traffic pattern

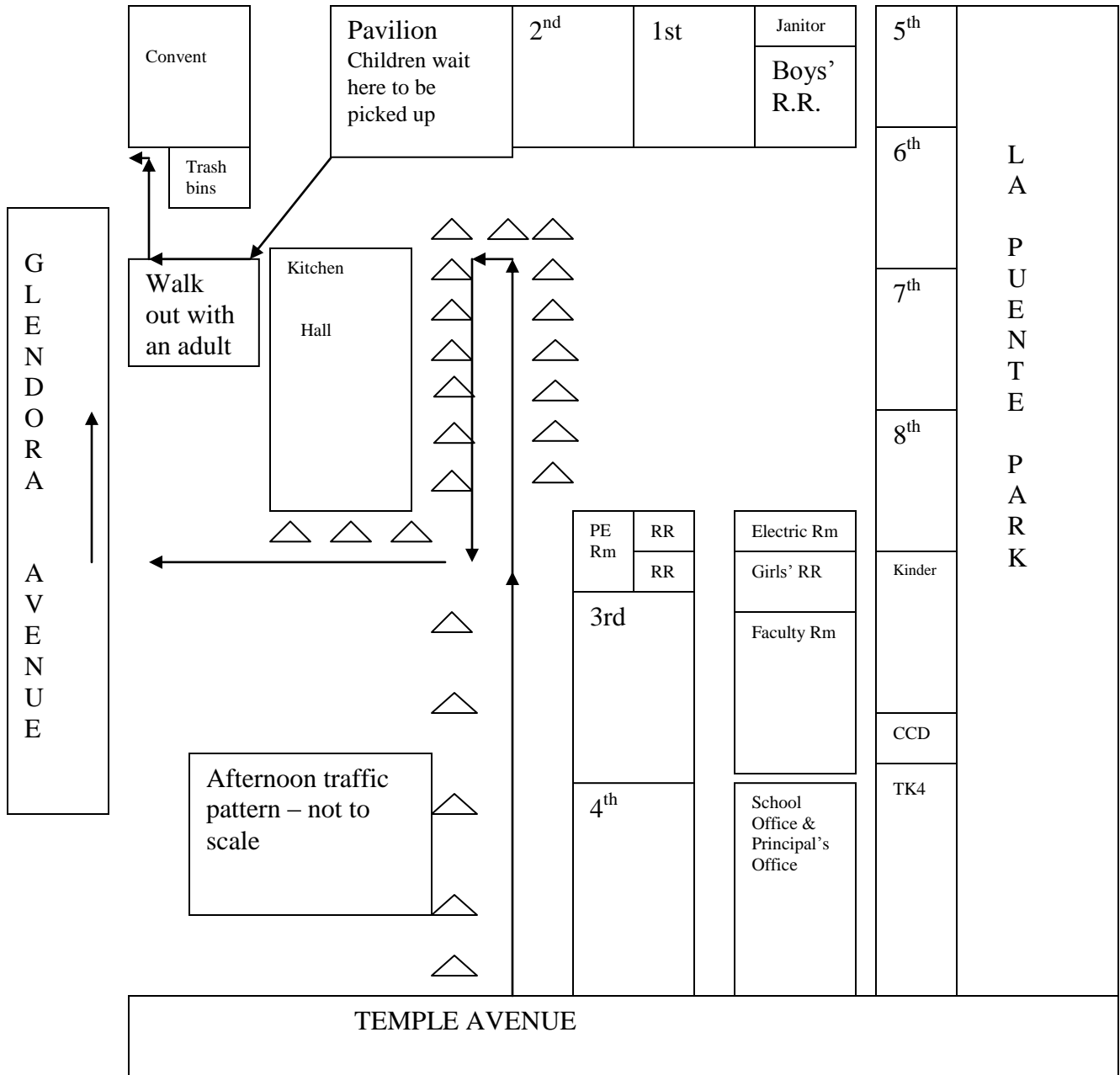
La Puente Park



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Afternoon traffic pattern

La Puente Park



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Security Procedures School Campus

To preserve the academic environment and school security, archdiocesan and parish schools are designated as “closed campuses.” No person may enter the campus unless authorized by the school administration. Visitors must present themselves at the school office if they are seeking information or have business to conduct with the school. A guest badge will be issued depending on the nature of the business. Persons are not admitted to the student areas without identification.

Students, faculty and staff are trained to report anyone on campus without the identification badge. Lunches or any other items for students must be delivered to the school office. Students to be picked up for appointments or early dismissal will be called to meet their parents or other caregivers at the school office.

Skateboards, roller-skates, roller blades, and the like, are not permitted on the school grounds at any time.

Students are always expected to conduct themselves in a way that will show concern for the well-being and safety of other students. On the playground the children are to walk to and from the building and to and from their line-up areas.

Yard Supervisor, teachers and aides supervise the playground at recess and lunch. Yard Supervisor and teacher aides are assisted by parent volunteers during the lunch periods or in the classrooms when weather makes this necessary. **Students are expected to respect and obey all those serving in the role of supervision.**

Approved games, equipment for these games, and play areas are provided for the students. Equipment or games from home are NOT permitted, nor are any games or other activities that have not been approved by the school. This is to ensure the safety of all the students and encourage interaction within age groups.

When a smog alert has been issued by the Air Pollution Control District, all strenuous outdoor activity is restricted. Directives of SMAQMD are followed. (Asthma or other breathing-related conditions are to be listed on the Health and Emergency Cards).

Disasters / Emergencies

The faculty and staff are certified for CPR and basic first aid. Fire drills are held monthly, and disaster drills periodically throughout the school year. Students are expected to take these drills seriously, keeping silence and following all directives.

Special Parent Directives in the Event of a Disaster

PARENTS SHOULD:

- Remember that the safest place for your child in an emergency during the school day is in the school itself.

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- Remember that schools will not send your children home in an emergency unless school conditions become untenable and then only if dispersal can be done with complete safety.
- Be certain that the Emergency Card and on-line data base is accurate and completely filled out each year and returned to school. **These cards should be kept up-to-date as phones and emergency contacts change.**
- Make certain that your child understands where to go when an emergency arises en route to or from school.
- Monitor the Emergency Broadcast System for emergency information, and for special instructions regarding schools.
- Be aware of, support, and reinforce emergency procedure information your child receives at school.
- Wait at the STUDENT RELEASE AREA set up in the parking lot to sign out your child.
- Be calm and patient so that orderly and safe removal of all students can be accomplished.

PARENTS SHOULD NOT:

- Call the school so that the phone line will be free for outgoing emergency calls.
- Park cars in such a way that would obstruct the free flow of traffic, especially of emergency vehicles.

Parent or Guardian Right of Visitation

Parents / Guardians have the right to visit the school and their child at any time. However, out of respect for the teaching atmosphere and responsibilities of the staff, a request is to be placed in writing or a phone call ahead of time. In the case of emergencies, and with presentation of identification, the child will be called to the school office.

Non-custodial parents must abide by the provisions of their separation agreement, a copy of which is kept in the school files. Students are not permitted to see the non-custodial parent unless there is a provision in the court order.

This school abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Extended School Day Program

Before School Care

A staff member is provided to care for students who arrive to school between 7:00 and 7:30 a.m. There is a minimal fee for this service. Children are not to be left in any unsupervised area of the parish/school property. Children must go from you to the care of school personnel.

From 7:30 – 8:00 a.m., school personnel provide supervision on the playground area for all students.

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After School Care

Boys and Girls Club of America offers an after-school program that is held at the LaPuente Community Center. Parents must enroll their child in the club for a minimal fee to be eligible for the services. Their purpose is to supervise those students who have no home supervision during this time. Homework time is given as well as outdoor play and games. **It is the responsibility of the student, not the supervising adult, to complete/check homework.** If homework is not completed during the time given for it, it must be completed at 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.

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

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

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

Privacy & Access to Records

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

Pupil Records

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

Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher's aide may view or use pupil records only with direct teacher supervision.

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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 noncustodial parent without visitation rights has no right of access to records of any kind.

Directory Information

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

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

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

Verbal/Written Confidences

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

Transfer of Records

Student Transfers, Withdrawals and Graduation

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record shall be transferred by the former school upon a request from the

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school where the pupil intends to enroll and a release from the parent or guardian. The original Cumulative Student Report will remain at the school.

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

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

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

Withholding of Records

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

Cumulative Pupil Record

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

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

Illness, Accident Procedures

Emergency Cards

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

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

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

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

Accidents

If a child has been injured at school he/she should report this injury the same day to the teacher or principal. It is very difficult to discern and investigate the situation after everyone has gone home and there has been no report to teachers or the principal.

Students who are injured are attended to in the manner of First Aide procedures. Normally, our students are taken to the nurse's room or school office, and permitted treatment is given. Only minor and very basic first aid will be administered to students at school; no secondary treatment, such as changing or removing bandages, will be administered. Parents or guardians will be contacted immediately if there is any question regarding the seriousness of or complications arising from an injury. In the case of a head injury, parents are notified.

If an injury is assessed as serious and needing immediate attention, 911 is called. Parents are notified immediately.

After a serious injury, the school is to receive written clearance from both the parents and doctor before the student can engage in physical activities.

Immunizations

All directives regarding immunization, issued annually by the State of California, shall be implemented. No student may be unconditionally admitted to school unless he/she has been immunized against poliomyelitis, measles, rubella, diphtheria, tetanus, pertussis, and varicella for first admission to school in California. In addition, Hepatitis B immunization is required for students entering preschool and kindergarten. All students entering grade seven (7) are required to present documentation showing the dates when three (3) doses of hepatitis B and two (2) doses of a measles-containing vaccine have been received. All students entering a California school for the first time must have a Mantoux tuberculosis test.

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

Health Records

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

Communicable Disease

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

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

General Illness

If your child is ill, please do not send him/her to school. **Children who have fevers are not permitted in school.** Tests can be made up at another time; a sick child will not do well on a test anyway. It is not fair to send a sick child to school and, in the extreme, this may be bordering on child abuse. It is also not fair to expose other students and adults.

Make-up class-work/homework is not given on the first day of absence; if the child is sick he/she should be resting and getting well. However, if the absence extends longer, the assignments can be requested and prepared for pick up at 3:00 P.M.

Allergies

Some students may have severe, life threatening allergies, such as a peanut allergy. While the school will make reasonable efforts to prevent or minimize an allergic student's contact with allergens, the school does not promise an allergy-free environment. We ask all parents/students to refrain from bringing any nuts (or products with nuts) on the campus.

Medications

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

- A release stating the nature of the medication, signed and dated by the doctor and also signed by the parent, must be provided. See Appendix D for *Medication Authorization and Permission Form*.
- Medications administered at school must be in the original container and labeled. The day's dosage must be sealed, labeled and have the student's name attached. It shall be in an appropriate container, and kept in the school/nurse's office.
- The student shall come to the office for medication
- Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at school. In the event a student is seriously at risk without an epi-pen or inhaler on his or her person, consideration will be given for a variance.
- Students may not be given medicine prescribed for other family members
- The medication regulations apply to both prescription and non-prescription medications
- Students who are diabetic are allowed to test their blood sugar at school in the health room or office and self-administer medication as necessary. The parent or guardian of a diabetic child must sign the *Diabetic Consent Form* and other appropriate medication permission forms and return them to the school. All medications must be kept in the school/nurse's office and

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appropriately labeled as described above. School employees may not administer injections to diabetic children except in emergencies.

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

Medical Appointments

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

Health Screenings

Each year, students are provided with a variety of health screenings that may include: height/weight, visual, auditory, scoliosis and dental. As a result of these very basic screenings, parents may be requested to obtain further information from their physicians or other professionals. The principal may also request that a student have a complete physical and/or other professional help when a student's academic, behavioral or social progress make it apparent that more information seems necessary.

Student Sexual Conduct and Pregnancy

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

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

However, should a pregnancy occur, the entire school or parish community should offer Christian support to the mother and father to assure appropriate pre-natal medical and counseling care so that the pregnancy can be brought to term and the infant will have an opportunity to grow and be nurtured as a child of God. In such circumstances, the principal, pastor, youth minister and other appropriate staff will meet with the pregnant couple and their parents to plan for the pregnancy, including alternatives to school and religious education arrangements that are appropriate for the medical, health and safety of the child in the womb, the pregnant couple and the school or parish community. In schools, the principal, in consultation with the Department of

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Catholic Schools and the pastor (for elementary and parish high schools) shall review all aspects of each case and make a determination, based on the particular circumstances, of the need for any schooling accommodations or arrangements.

In cases of pregnancy, the mother and father (if known) should be encouraged and assisted in obtaining professional medical care and professional counseling consistent with Catholic teachings, including teachings on the immorality of abortion, relevant to the pregnancy and the future of both parents and the unborn child. The Department of Catholic Schools in the Archdiocese can assist in the process and serve as a resource for services and referrals.

Student Insurance

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