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PRINCIPAL’S RIGHT TO AMEND THE HANDBOOK

The St. Jane Frances de Chantal School Student/Parent Handbook contains information regarding school policies and procedures. The Principal is the final recourse and reserves the right to amend, with notice, any or all of the provisions contained in this handbook as necessary to provide for the safety and welfare of students, parents or employees, and/or to promote proper order in the operation of the school under the guidelines set forth in the Administrative Handbook of the Department of Catholic Schools, Roman Catholic Archdiocese of Los Angeles, which is the source of the material herein.

In addition, the Principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his discretion.

Parents will be notified through the school website of any changes in policy that occur during the school year.

SECTION I: CATHOLIC IDENTITY

ST. JANE FRANCES DE CHANTAL SCHOOL MISSION STATEMENT

The community of St. Jane Frances de Chantal School is committed to the task of educating the whole child- body and mind, soul and spirit. We focus on the development of Christian values, with respect to the freedom and dignity of the students as persons. We recognize the responsibility of parents as primary educators and realize that family, school, parish and the total community affect the child's formation. Our Schoolwide learning Expectations and Character Building Pillars emphasize that we strive to provide a Catholic Education that will be an Advantage for Life.

SCHOOL PHILOSOPHY

In fulfillment of the Church's mission of Catholic education and in response to parental needs, St. Jane Frances de Chantal School exists to bring Jesus and the Gospel message into the formal educational experience of its students. It is understood that parents/guardians who enroll their child(ren) at St. Jane Frances de Chantal School are understanding and supportive of its Catholic identity, as it is further explained in the following paragraphs.

As a Catholic school of the Archdiocese of Los Angeles, St. Jane Frances de Chantal School recognizes that it shares in the Church's mission of evangelization of youth in today's pluralistic society and therefore strongly subscribes to the threefold purpose of Catholic schools articulated by the National Conference of Catholic Bishops (To Teach As Jesus Did, #14, #101):

- To proclaim the Gospel message, which offers a new vision of God, the world and humanity;
- To build a school community which responds to the dignity and worth of each member;
- To reach out in service to those in need through prayer and direct participation in the cause of social justice.

In accordance with these goals and in order to assist parents in fulfilling their primary responsibility for the education of their children, the school, by offering a traditional Catholic education of the whole person, addresses the spiritual, moral, intellectual, social, emotional and physical needs of every student.

Furthermore, St. Jane Frances de Chantal School seeks to produce Catholic Christian young adult leaders who use their Catholic education and intellectual gifts to foster peace and justice in the world.

To take even small steps toward the implementation of this philosophy requires discipline on the part of all and sincere cooperation with the grace of God.

Indicators of the Catholic Identity of an Archdiocesan School:

1. The structuring of the school to fulfill the four apostolic goals of Catholic education: doctrine, community of faith, worship, and service.
2. The commitment of faculty members to modeling Christian values and giving daily witness to their faith.
3. Fidelity to the teachings, practices, and values of the Catholic Church.
4. Active involvement of the whole faculty in creating a Christian educational climate and a Catholic community of faith, one that reflects the Gospel spirit of freedom and love.
5. A quality religious instruction program that centers on both content to be known and opportunities for an authentic experience of faith.

6. Integration of Christian truths and values throughout the curriculum, leading toward a personal integration of culture with faith and faith with living.
7. The providing of opportunities for prayer, worship, sacraments and the celebration of liturgical seasons and common and cultural faith traditions.
8. The assessment and selection of all school activities, teaching methodologies and disciplinary regulations and practices according to authentic Gospel values.
9. Compassion, respect and reconciliation, evidenced by all members of the school community for all members of the school community.
10. Attention to the total development of students, to their religious formation and not simply to their religious instruction. Priority is given to the Christian formation of the students over all other values of the school's program.
11. An emphasis on service within the community of faith, service that reaches beyond the faith community as well.
12. Vocation awareness in both the broad and narrow senses of the term.
13. Attention to issues of evangelization, peace and justice, ecumenism and the dignity of all persons.
14. Catholic in values, attitude, and behavior.
15. The school community shares a common vision, and the hiring and rehiring of teachers is based not only on instructional expertise, but also even more on the witness they give to the common vision that is shared.

In accord with our Catholic identity, we:

- View the human person as a child of God, full of possibility, deserving of life and love, and worthy of forgiveness. As such, we are a pro-life community.
- Understand the world to be the vessel of God's grace. In Jesus, God has been revealed in human nature and in the tangible materials of the Church's sacraments God touches us. Together, we are called to embrace God living in and around us. As such we are a sacramental Church.
- Are centered in the belief that Jesus Christ gave His body and blood for the redemption of our humanity. We celebrate the Eucharist to remember and celebrate God's gift. We embrace the call of Jesus to become his body in the world today. As such we are a Eucharistic community.
- We promote the values of family over individualism, generosity over possession, and life over death.
- Are rooted in the history and traditions of the Roman Catholic Church. We accept the authority of the Church's teaching office.
- Approach faith with reason, loving a God who is knowable and rational.
- Welcome people (students, staff, parents, etc.) of all faiths, backgrounds, and experiences to consciously and enthusiastically journey towards God with us.

THE HISTORY OF ST. JANE FRANCES DE CHANTAL SCHOOL
A tradition of Excellence

On September 17, 1951, St. Jane Frances de Chantal School was established and was named after a 16th century saint, St. Jane Frances de Chantal. Our parish school is known for its high academic standards and excellence, and continues to educate and care for the spiritual growth of students in the rich tradition of the Catholic faith.

STUDENT LEARNING EXPECTATIONS

I. Solving Problems:

Students will learn to solve problems both inside and outside the classroom. This will include learning how to communicate with classmates and others to resolve conflicts honestly and respectfully. Students will also learn how to adapt to changes.

II. Think Creatively and Independently:

Students will think creatively and independently to complete classroom assignments, projects, and participate in discussions.

III. Justify the Means to Success:

Students will be encouraged to achieve academic and spiritual growth. Through innovative methods, students will be capable of achieving to the best of their ability. Our mission will reflect a strong Catholic identity, which encompasses the whole child.

IV. Follow Our Faith Beliefs

Students will be provided with opportunities to experience the Gospel of Jesus Christ and to bring Catholic beliefs and values into their lives.

V. Respect Self and Others

Students will be motivated to respect themselves by making wise choices in regards to their own safety and well-being. Students will be encouraged to respect others and accept the diversity of others by being considerate and compassionate.

VI. Achieve and Believe

Through the implementation of various teaching strategies, students will be motivated to gain self-confidence.

VII. Nurture Their Beliefs

To strengthen the basic Faith beliefs, students will attend and participate in weekly Masses, Family Masses, classroom prayers, Liturgical services, and Paraliturgies. Students will be motivated to benefit from their Catholic education.

VIII. Caring and Sharing

The students are encouraged to care for their well-being through emphasis on Christian values and morals. Students are taught to use their special gifts and talents to serve others.

IX. Eagerness To Learn

Students will be encouraged to work to their full potential. The eagerness to learn will be enhanced by tutoring and guidance.

X. Strive For Uniqueness

Students will be motivated to be and do his/her very best and to be prepared to recognize his/her individuality.

EXPECTED SCHOOLWIDE LEARNING RESULTS

Rooted in the proud tradition of Catholic education, St. Jane Frances de Chantal School seeks to provide a diverse and comprehensive curriculum to prepare our students for future educational opportunities, for a responsible position in society and for a lifetime appreciation of learning. To this effect, the Graduate of St. Jane Frances de Chantal School will be:

- I. Enriched by Faith, through:**
 - A. Instruction in Catholic doctrine and practice.
 - B. Liturgical and other acts of worship.
 - C. Experiences that nourish personal and community faith development.

- II. Prepared Intellectually, following a program of studies that promotes:**
 - A. Critical thinking skills.
 - B. Problem solving skills.
 - C. Written, verbal and non-verbal communication.
 - D. Core academic knowledge.
 - E. The functional use of technology.

- III. Committed to Promoting Justice and Peace, by advocating:**
 - A. Key principles of human dignity.
 - B. Respect for diversity.
 - C. Social justice grounded in Church teachings.

- IV. Characterized by Moral Courage and Conscientious Leadership, by manifesting:**
 - A. Respect for self and others.
 - B. Responsible citizenship.
 - C. Personal and civic integrity.

- V. Distinguished by Concern for Others as demonstrated by:**
 - A. Christian Service.
 - B. Preferential Options for the Poor.

SECTION II: PARENT INFORMATION

TUITION AND FEES 2011-2012



Tuition:

	Year	+25.00 (Tuition management fee)	less 5% (If paid by Sep. 30th)
Pre-School:	4920.00	4945.00	4674.00
Pre-Kindergarten:	4920.00	4945.00	4674.00
Kindergarten:	4920.00	4945.00	4674.00

Grades 1-8

In Parish Rate*

One Child	4500.00	4525.00	4275.00
Two Children	6300.00	6325.00	5985.00
Three Children	8300.00	8325.00	7885.00

* In Parish Rate requires that the family be registered at SJF Parish and that it contributes regularly using their parishioner envelopes. Failure to meet this requirement will result in being designated as "out of parish."

Out of Parish Rate

One Child	4920.00	4925.00	4674.00
Two Children	6920.00	6925.00	6574.00
Three Children	9300.00	9325.00	8835.00

* To receive the 5% discount, the total tuition amount must be paid in full directly to the school by September 30th. Otherwise, tuition payments are to be made monthly to the School Office or via an automatic payment method with Citibank.

There is an annual fee of \$25 for tuition management, which is added only to the first month's tuition payment.

FUNDRAISING

Catholic education is essentially private education; as such it is very dependent on outside support for its existence. Because public funds are not available to the Catholic school, other systems of support must be devised. Tuition alone does not cover the expense of the operation of the school; in fact, tuition only covers about two-thirds of the annual school operation expenses.

All fundraisers must be pre-approved by the Principal whether held off or on campus. Please contact the School Office for additional information regarding the application process. Only fundraisers directly benefiting a St. Jane Frances organization, club, or sport will be permitted on school grounds.

Re-Registration Fee

This fee ensures your child's enrollment for the subsequent school grade. It is not refundable in the event the student does not attend St. Jane Frances de Chantal School or terminates attendance for any reason.

Family Service Hours

It is part of our school's mission to get families involved in their child's lives and education. We attempt to carry this out by asking that each family be responsible for completing 25 hours of service for the current school year. Numerous opportunities are offered by the School and by the teachers to complete this requirement. If a family decides not to complete the 25 hours, there will be a bill issued in the amount of \$750.00 or in the quantity that reflects the number of hours not completed.

*Each hour is valued at \$30.

Family Obligation- \$450

The fundraising responsibility for this year is comprised of the Family Donation, which has substituted the traditional Chocolate, Magazine, and Gift Wrap sales. In the efforts to ensure the school's greatest profit and subsequent improvement, we ask that every family make a contribution \$450. By making such a contribution, you may rest assured that all benefits are going towards your child's educational experience at St. Jane Frances de Chantal School. Also, a portion of this contribution covers the cost of the school annual yearbook.

*The Family Obligation is tax-deductible.

Tuition Collection:

The School Office will be responsible for collecting tuition payments. We will also be using the automatic payment services of Citibank.

Payment Plan Options

- I. Direct payment to St. Jane Frances de Chantal School in the full amount for the 2011-2012 school year due by September 30, 2011.
- II. Eleven monthly payments to the School Office due August 2011 – June 2012.
*Upon your request, payments are due on the 10th or 20th of every month.
- III. Eleven monthly automatic withdrawal payments with Citibank.

Methods of Payment:

Automatic Withdrawal tuition payments can be made to Citibank in the following forms:

- I. Automatic Withdrawal with a Checking or Savings Account, as well as with an American Express, DISCOVER, or Mastercard.
*2.5% convenience fees apply to all credit card payments. SMART Tuition does not accept VISA.

Tuition payments can be made directly to the School Office in the following forms:

- I. Cash
- II. Check or Money Order
- III. Any major Credit Card (Per phone call or Walk-in)

Return Check Policy:

All returned checks must be redeemed through a money order, bank check, or cash within 5 school days of notification or a \$10 service charge for a returned check will be added to the amount due. If your bank is responsible for the check being returned, please present a letter from your banking institution in order to pay by personal check.

The annual budget, the hiring of teachers, the purchase of supplies and materials, and the fiscal operations of the school are based upon student enrollment. If a student withdraws for any reason at any time, all tuition or fees paid to the school will be forfeited and not refunded.

Frequently Asked Questions about Tuition

Will you ever sell or share my email address?

Our company's privacy policy forbids us from sharing your email address with anyone other than your school.

Why do you require an email address?

Much of our communication to you will come through email. For instance, if we need to contact you about a payment we have not yet received, we use email.

Why do you need my phone number?

The School Office will only contact you by phone if you have missed a payment or a transaction has been unsuccessful. Providing a phone number can help resolve matters fast.

Why would I provide you with my bank account number or credit card information?

Many parents who are pressed for time prefer an error-proof system of automatic deductions vs. the traditional mail-in payments.

What credit cards/types of bank accounts do you accept payments from?

We accept MasterCard, American Express, and DISCOVER. You can use your debit card if it has one of the above-mentioned company logos displayed on the card. Convenience fees will be applied.

What is my school's late payment policy?

A \$10 late fee is applied to each payment that is not remitted by your due date.

What about enrollment in the school tuition payment plan in future years?

The school will automatically reenroll families in payment plans over successive years. Consequently, it is the account holder's responsibility to notify the School Office of any updates regarding the account's information. Should your child graduate or withdraw from the School, your account will be closed.

When to contact the School

-Make a payment

-Review recent payments

Change bank/credit card information

-Update personal information

-Concerns regarding you account

-Disputing amounts due including late fees, Withdrawing a student, Financial Aid requests, loss of job/income or other reason for non-payment.

WEBSITE

Information may be found at the school website, www.sjfdechantalschoo.org. All teachers have a webpage for their respective class, on which homework assignments, the Parent Newsletter, and the teacher's contact information may be accessed. Parents should visit the website regularly for most current events, notifications, and school forms available for print.

PROCEDURES FOR CONTACTING TEACHERS

In the event of problems regarding a particular class, it is to be addressed in the following manner:

1. Contact the teacher first. A parent may call the School Office at 818.766.1714
Operating Hours: Monday – Thursday 7A.M. – 5P.M. & Friday 7A.M. – 4P.M. Alternatively, a parent may e-mail the teacher (please refer to the teacher's webpage).
2. If the teacher is unavailable at the time a parent calls, the School Office will take a message to ensure that the teacher returns the phone call as soon as possible.
3. If the problem persists, the Principal should be contacted.

ST. JANE FRANCES DE CHANTAL SCHOOL 2011-2012 UNIFORM CODE

Uniform is required on all school days, including fieldtrips, unless otherwise is authorized by the Principal.

The St. Jane Frances de Chantal School Uniform Code applies to all grades. Please note that Pre-School/Pre-Kindergarten and Kindergarten - 8th grade have distinctive guidelines.

***Please refer to the Dennis Uniform brochure for your child's grade-level uniform requirements.**

There are several important reasons for the uniform code:

1. Dress represents religious and cultural values. St. Jane Frances de Chantal, as a Catholic school, cannot allow clothing and accessories that are counter to religious values of modesty, respect for others and for oneself.
2. Cultural trends that come and go often embrace attitudes directly opposed to religious and cultural values that have been held for centuries. For example, oversized, baggy clothing and shaved heads can indicate gang/crew affiliation. Neatness, cleanliness and simplicity are cultural values prized for many generations.
3. Practical purposes are attained: Good dress encourages good behavior and morale. Looking good induces self-respect.
4. Social enhancement is achieved: St. Jane Frances de Chantal presents itself to the public as something special, as a religious school with strong values. The proper dress of our students shows a little bit of whom we are to others.
5. A school uniform provides for justice and equality for students of differing socio-economic status.

The physical appearance of the student must be neat at all times. It is the responsibility of the parents to see that their child(ren) come to school in the appropriate uniform. Parents and students must abide by the School Uniform Code. Please refer to the Dennis Uniform brochure for grade-specific guidelines and prices. To ensure the proper return of a lost uniform, please write the student's name on the tags of all uniform items. The Faculty and Staff will enforce the School Uniform Code.

Hair must be clean and well-groomed. Boys must be clean-shaven and keep hair above the collar. No extreme cuts such as step, spiked, or shaved heads. No spray, mousse, or gel. No extreme styles, such as dreadlocks or beads in the hair are permitted. Hair coloring is not allowed.

Students are not to wear jewelry, necklaces, or rings other than the Blessed Mother, crucifix, or cross necklace. Girls may wear one pair of small stud earrings. No make-up or nail polish is allowed.

On cold days, the school jacket or a solid-colored, plain jacket may be worn OVER the school sweater. ONLY SJF logos may be on clothing; commercial logos of any kind may not be worn.

On P.E. days, students must come to school dressed in their P.E. uniform.

Failure to follow the guidelines may result in a conference with the Principal. A written note from the parent is required if a student is out of uniform for any reason.

Dress shoes must be black-laced leather oxfords for both boys and girls. In addition, girls may also wear Mary Jane buckle style shoes. Dress shoes are required on Fridays and for special occasions at church or school. PE athletic shoes are acceptable on all other school days. They must be solid black or white with proper support and laces. Velcro®, elevated soles, or slip-ons are not appropriate.

P.E. uniform clothing must be purchased through the St. Jane Frances School Student Store

All school uniform clothing must be purchased through Dennis Uniform.

6459 De Soto Avenue Woodland Hills, CA 91367

818.703.7493

www.dennisuniform.com

**Regular Store Hours: Tuesday-Thursday 11am-6pm
Friday 10am-3pm
Saturday 10am-4pm
Closed Sunday & Monday**

**Extended Summer Hours: August 8-September 3
Monday-Friday 10am-7pm
Saturday 10am-5pm
Labor Day 10am-2pm**

**THE SCHOOL RESERVES THE RIGHT TO MAKE ADJUSTMENTS TO THE SCHOOL UNIFORM CODE AT ANY TIME
FINAL INTERPRETATION OF THE UNIFORM CODE RESTS SOLELY WITH THE SCHOOL ADMINISTRATION.**

STUDENTS ARE SUBJECT TO SUSPENSION AND SCHOOL DISCIPLINE FOR VIOLATIONS OF THE SCHOOL UNIFORM CODE.

Unisex Items:

Shirts

Short/long-sleeve polo shirts purchased only from Dennis Uniform in white or gray with the St. Jane Frances logo. Short/long sleeve polo shirts are to be worn at all times. This includes under sweatshirts and jackets.

Athletic team and approved club polo shirts may also be worn. Specific specialized St. Jane Frances approved t-shirt days will be announced. All shirts are to be worn in accordance with the dress code. Shirts cannot be rolled up under the sleeves.

Sweatshirts/Pullover Jackets/Sweaters

Plain, solid-colored sweatshirts, pullover jackets or sweaters worn over a St. Jane Frances polo are acceptable.

Shoes

Shoes are to cover the entire foot. No open-toe/heel shoes are allowed. No sandals, flip-flops, slippers or clogs. No high-heels. Socks must be worn. Stockings must cover the foot. No footless tights or leggings. Solid-colored tights in black, white, or blue are allowed.

Solid-colored heavy rain jackets or rain jackets that have no wording or insignia are acceptable.

Restrictions

1. Student uniform clothing must be the proper size. The midriff area must be completely covered.
2. Boys' hair must be neat and clean. Boys' hair is to be trimmed at the collar in the back, to the bottom of the ears on the sides and kept out of the face. Bald or shaved hairstyles are prohibited. Side burns may only extend to the bottom of the ear. Bizarre or exaggerated hairstyles are prohibited. Moustaches are permitted. *Final determination of the appropriateness of any hairstyle or hair color rests with the Principal.
3. Girls' hair must be neat and free from spikes, bizarre hairstyles or bizarre coloring. Only natural colors are permitted, no two-tone styles. The Principal may consider any "fad" hairstyle inappropriate.
4. No excessive jewelry, chains or exaggerated and/or bizarre makeup. Wallet-chains of any kind are not allowed. Boys may not wear earrings of any kind. Earrings in the same manner of style as gauges, expanders or spikes are not permitted. No tattoos are allowed. * The ear is the only part of the body that may be pierced.
5. Clothing must be in good condition and free from alterations, tears or excessive damage.
6. Only neutral-colored contact lenses are allowed.
7. No hats of any type, bandanas, sweatbands or beanies are to be worn on campus.
8. Sunglasses may not be worn in the classrooms.
9. The hoods on jackets and sweatshirts must not cover the head when the student is in class.

Alternative Dress Day Code

Casual Dress- Clothing should be appropriate for school and of a modest nature.

Alternative Dress is to be worn by students ONLY when authorized by the Administration.

All Students:

- Shirts, sweaters, sweatshirts and blouses should be without any inappropriate emblems or lettering. Girls' tops should be appropriate and of a modest nature.
- Pants and walking shorts may be worn. Shorts and skirts must be no higher than 4" above the knee. Jeans may be worn as long as they are free from rips, holes or tears.
- All shoes must be close-toed and close-heeled.
- No tank tops or spaghetti straps or tube tops are allowed.
- Clothing must fit properly.

School Activities

The uniform code for school functions and activities requires that students be cleanly and properly dressed. The nature of the activity dictates the type of dress that is appropriate. At no time is any bizarre, immodest or oversized type of apparel permitted.

*****The Principal reserves the right to request any student to change attire, to regulate against certain fashions, and to confiscate any objectionable items when they deem necessary. The final interpretation of the appropriateness of any clothing or accessories, hairstyle or color rests with the Principal.**

DROP-OFF AND PICK-UP

All students must be dropped off and picked up in the designated areas ON CAMPUS.

- Students may enter and exit through the School Office located on Hamlin St.
- When dropping off or picking up students in the Victory parking lot, parents/guardians are expected to follow the signs and the directions of the traffic staff.
- Pre-School and Pre-Kindergarten students must be dropped off in their classroom because parents are required to sign in/out their children.

The school recommends that parents arrive at least 15 minutes before the start of school to help minimize delays and avoid tardies for the student.

Students may be dropped off as early as 7a.m. (Monday – Friday) and must be picked up by 3p.m. (Monday – Thursday) (by 12:15p.m. on Fridays), unless they are under the direct supervision of a teacher or a coach. If a student is not picked up by the given dismissal time frame, they will be sent to the care of the After School Enrichment Program. Please be aware that there is a fee for this program.

PARENT COOPERATION

Parents/guardians are required to cooperate fully with the school in all of its policies, rules, and regulations. By enrolling their student at St. Jane Frances de Chantal School, parents have chosen to entrust their child(ren) to the care of professionals who have the student's best interest as a primary concern.

The education of a student is a partnership between the parents or guardians and the school. Just as the parent has the right to withdraw a child if desired, the school administration has the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

California State Law states that it is a misdemeanor for any person, parent or guardian to upbraid, insult, or verbally abuse any member of the school administration, faculty, or staff in the performance of their duties on or off school premises.

CODE OF CHRISTIAN CONDUCT FOR 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 student/parent 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, fieldtrips, 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 and/or without an intermediate step short of withdrawal.

DISRUPTION OR DISORDER BY PARENTS, GUARDIANS OR OTHER FAMILY MEMBERS

Any parent/guardian or other person who materially disrupts class work or extracurricular activities in a place where a school employee is required to be in the course of his or her duties may be guilty of a misdemeanor and risks the continuation of their child in the school. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills. Any parent or guardian or other family member who insults or abuses any school personnel risks their child's continuation in the school.

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

RECOMMENDED TRANSFER RESULTING FROM PARENTAL ATTITUDE

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

In such a case, it is imperative that the opinion of the principal regarding the practical impossibility be sustained from a pastoral point of view. The regulations governing recommended transfer would then be applicable.

SECTION III: ACADEMICS

HOMEWORK

On the average, students should anticipate a total of two (2) to three (3) hours of homework to be assigned each day. Due to the emphasis given to the preparation for the high school curriculum, the Middle School students can expect an additional hour of home study.

However, students must accept that frequently they will have assignments that may take more than these suggested times. It is understood that even when no written or reading assignments are given, the student should spend a reasonable amount of time re-reading class notes and preparing for the next day's lesson. If a student is absent from school, homework assignments must be made up. This is the sole responsibility of the student. Parents may call the School Office, contact the teacher, or go on the school website to request any missed homework.

In the case of hospitalization or prolonged serious illness (five (5) school days or more), a parent must call the School Office to have homework provided for the student. A 24-hour notice must be given to the teacher to allow for an assignment to be provided. Direct contact with the teacher via e-mail is highly encouraged.

All teachers post homework assignments online at www.sjfechantalschool.org. Parents should access this service to be familiar with class assignments.

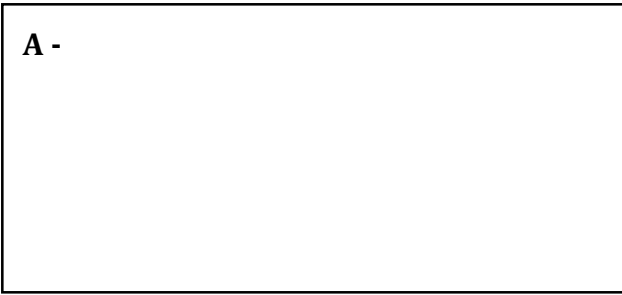
TUTORING

If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may accommodate the student and the tutor by providing a classroom in which to carryout the tutoring session (during after school). All tutors and entities must comply with the procedures and policies of the After School Enrichment Program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

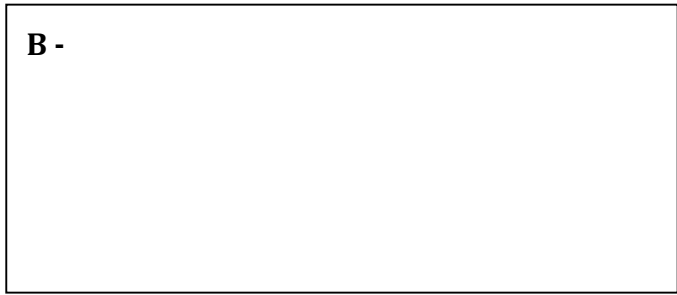
GRADING AND GRADE POINT AVERAGE (GPA)

The following percentage scale and criteria are used in addition to points or percents to determine the semester grade for a course:

A -



B -



C -



D -



F -



Generally, a student's grade point average (GPA) is computed at the end of a quarter, using the following scale:

- A = 4 POINTS
- B = 3 POINTS
- C = 2 POINTS
- D = 1 POINTS
- F = 0 POINTS

At the teacher's discretion, students who are in danger of failing may be required, at any time, to attend tutoring sessions.

REPORT CARDS

In 2010, St. Jane Frances School began posting grades online. Quarterly report cards are sent home after the end of each Quarter and will also be available online.

- The grade each student receives for any course of study is determined by the teacher of the course and is final. By law, only the teacher of the course may change a grade.

ACADEMIC HONORS AND RECOGNITION

St. Jane Frances Honor Roll Qualifications

Membership is automatic when the following requirements are met:

1. Overall GPA or higher
2. No Ds or Fs are acceptable.
3. Good conduct/citizenship.

ACADEMIC INTEGRITY POLICY

All students are expected to demonstrate in daily living, on and off campus, those moral virtues encompassed in the Gospel of Jesus Christ. Moreover, students have a duty to be truthful and just and to demonstrate integrity in their academic life by presenting only their work or assignment for assessment. Copying assignments, cheating on exams, tests or quizzes, plagiarism, dishonesty and falsification of records are examples of violations of academic integrity.

Therefore, students must not:

- Copy work from another student or assist another student with copying;
- Cheat on an exam or quiz;
- Aid other students during an exam without expressed permission from the teacher;
- Use any unauthorized aid on exams or assignments;
- Use, purchase or plagiarize the work of any other person with or without the expressed permission of the owner of the work.

Violations of this policy make a student liable to disciplinary action. See SECTION IV.

ACADEMIC PROBATION

The Principal may place a student on Academic Probation if their performance places them in danger of academic dismissal. Parents are notified and must meet with the student's teacher to plan a strategy for success.

SCHOOL RECORDS

The parents of a student and the student him/herself, if over 18, have the right to inspect and review the student's permanent record file. Third parties may not review student records without permission from the parents of the students, unless the student is 18 and can grant his/her own permission. No portion of the record can be released without prior written consent of the parent or the student (must be 18 years old) or is in an institution of higher learning. However, teachers and administrators in the school attended by the student who establish a "legitimate interest" may gain access to student information without parental permission. These guidelines are in accord with the Family Educational Rights and Privacy Act of 1974.

Transcripts:

Transcripts of student grades are obtained from the School Office. In the case that a student should withdraw, the family must be in good standing with the school before any transcripts are released.

EXCURSIONS AND FIELDTRIPS

The curriculum may incorporate excursions and fieldtrips. They must be educational in nature and related to the curriculum and content of the course of study. The Principal is responsible for granting approval.

Parents are required to complete a Parent Permission form well in advance of the event. The Principal must approve students attending a fieldtrip

There must be adequate supervision and school rules of conduct will be maintained. Proposed trips outside of a 100-mile radius of the school must take into consideration the ability of parents to incur associated costs, the financial impact on other school fundraising activities and the class work that will be missed.

State law requires that a first aid kit be immediately available to the supervising adult on all excursions and fieldtrips. Student emergency information must be immediately available to the supervisor and at least one adult chaperone shall be in possession of a cell phone.

ELECTRONIC COMMUNICATIONS POLICY

1. Systems, Devices and Materials

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

2. Electronic Communication Systems, Devices, Materials, and Users Covered

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

3. Ownership and Control of Communications

- a. All systems, devices and materials located in a parish, a school or an archdiocesan office, and all work performed on them, are property of the parish, school or archdiocese. These systems, devices and materials are to be used primarily to conduct official parish, school or archdiocesan business, and not personal business.
- b. With permission from the pastor, principal or other person in charge, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.
- c. Parish, school, and archdiocesan systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are designed to protect confidential information, not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the pastor, principal or other person in charge at the parish, school or archdiocesan department.
- d. Minors may only access the Internet from devices with updated and functioning filters for prohibited content. All obscene materials, child pornography or materials that are otherwise harmful to minors or in violation of this electronic communications policy must be blocked. Before allowing minors to access the Internet, a responsible person must ensure that content filters are "ON."
- e. Content filters for minors may NOT be disabled or turned "OFF" without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the parish or school.
- f. All files downloaded from the Internet, all computer disks received from outside sources, and all content uploaded from portable memory devices must be scanned with updated/current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge at the parish, school or archdiocesan department.
- g. Parishes, schools and the archdiocese reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on parish, school or archdiocesan systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

4. Guidelines for E-mail correspondence and other electronic communications

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

5. Prohibited Practices

Users of school electronic communication systems, devices or materials and users of personal devices and materials on school premises, during normal business hours or under circumstances when the school may become implicated in the use, may not:

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

- p. Use electronic communication devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would violate FCC rules or policies.
- 6. Consequences of violations of electronic communications policy**
Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials and disciplinary action up to and including terminations of employment, removal school activities or other appropriate disciplinary action.

SECTION IV: SCHOOL DISCIPLINE

In order to become the *"...intellectually prepared men and women who are committed to promoting a just and peaceful world as conscientious and morally courageous leaders in service to others"* the St. Jane Frances student must adhere to a code of conduct designed to encourage behavior that leads to achieving those ideals.

GUIDING PRINCIPLES FOR SCHOOL DISCIPLINE

- **A student must learn to exercise self-discipline.**
- **A student must strive to make good choices and take personal responsibility for his/her behavior.**
- **The school will make disciplinary decisions based on the common good of the entire school community as well as the individual.**
- **The school will be consistent in applying the discipline process, while considering individual circumstances.**
- **The school reserves the right to implement disciplinary procedures off-campus outside of school hours, where student actions are determined to have harmed the good reputation of the school.**
- **Parents must recognize that the school acts in place of the parents when dealing with student conduct.**
- **Parents must recognize that by enrolling their student at St. Jane Frances, they have agreed to comply with and help enforce all school rules and regulations.**

DEFINITIONS OF DISCIPLINARY TERMS

Teacher's Detention:

- This is a detention assigned by the student's teacher for a classroom infraction. It is to be served with the teacher in his/her classroom for the amount of time and on the day specified by the teacher. State law allows a teacher to detain a student for up to 60 minutes after school without notification.

Teacher's Referral

- A teacher may write up a formal referral to the dean when a student's misconduct is serious enough for a dean's intervention.
- A copy of the formal complaint and action taken will be sent home via mail. The teacher and/or dean may also contact the parent sooner as the situation necessitates.

AGENTS OF SCHOOL DISCIPLINE

Classroom Teachers:

Are responsible for dealing with classroom infractions by implementing the following steps:

1. Correct and admonish the student immediately.
2. *If the student misbehaves further:* Confer with the student after the class or school and contact the parent by e-mail or phone.
3. *If the student misbehaves further:* Assign detention period after school supervised by the teacher.
4. *If the student misbehaves further:* Refer the student to the appropriate dean and the student will enter the disciplinary process at the appropriate step of severity.

All **major** violations of discipline **must** be reported to the deans immediately. If a student's behavior is severely disruptive, uncooperative and/or unruly a Dean or another administrator must be summoned to the classroom to escort the student to the appropriate office.

Teachers are never permitted to imply send a student to the Office.

All Faculty and Staff:

All administrators, teachers, classified staff (office, maintenance, custodial, and cooking staff) and coaches are responsible for reporting violations of school rules to the Principal.

INFRACTIONS OF SCHOOL RULES

Classroom Infractions:

The individual teacher deals with this type of infractions.

- Minor classroom disturbance, such as being out of an assigned seat, excessive talking, impertinence (rudeness), grooming, etc.
- Failure to follow classroom procedural rules set by the teacher.
- Failure to do class and/or home work.
- Failure to have necessary books and materials in class.
- Failure to remove sunglasses.
- Failure to remove hood or head-covering in class.
- Food or drink in the classroom.
- Sleeping or other non-attentiveness in class.
- Gum Chewing
- Tardy to class. The teacher enters the tardy on the attendance report.

School Infractions and Consequences for Violations:

This type of infraction should be reported to the Principal. The school authorities, acting in the place of the parents or guardians (*in loco parentis*), reserve the right to question students regarding infractions without the parents or guardians present. If the infraction is serious, the parents or guardians will be contacted in a timely manner.

1. Riding a skateboard, roller blades or bicycle on school grounds.

- Simple correction or warning, along with confiscation of the items, which can be returned only to parents.

2. Using a cell phone, tape or CD player, TV, pager, digital camera, mp3 player or iPod, or other such electronic devices during school hours on campus.

- Cell phones and other devices may not be seen or heard during school hours. The item will be confiscated and may be recovered only by a parent or guardian.
- **All confiscated cell phones and digital cameras are subject to search by the Administration.**

St. Jane Frances de Chantal School is not responsible for the theft or damage of personal and/or unpermitted property, including textbooks and any kind of electronic device.

3. Posting or distributing unauthorized flyers or suchlike materials.

- Phone call to parents.

4. Possessing or using matches or lighters on school grounds.

- Action will be taken according to the circumstance. This will include confiscation of the items and possible detention, probation, parent conference and/or dismissal.

5. Using faculty room.

- Detention.

6. Tardy to School or Class.

- Parents must write a note to the teacher if there is a legitimate excuse for the tardiness.

7. Out of Dress Code.

- Students out of dress code receive a deduction in class points/grades.
- A parent or guardian must recover any clothing/items confiscated by the school.

8. Defacing school property

- Depending on the severity of the violation, the student may be required to make complete restitution of all costs incurred by the school and/or subject to dismissal.

9. Violation of Academic Integrity Policy

Plagiarize: 1. To steal and pass off as one's own the ideas or words of another. 2. To commit literary theft. 3. To present as new and original an idea or product from an existing source.
(Webster's Third New International Dictionary)

If a student copies work from another student or assists another student with copying:

- The teacher will confiscate the material from both parties involved.
- Both students will receive a zero for the assignment.
- The teacher will write an academic integrity report, which will be turned in along with the confiscated materials to the Principal.

If a student cheats on an exam or quiz, or aids another student during an exam without expressed consent from the teacher, or uses any unauthorized aid:

- The teacher will confiscate any material.
- Student will receive a zero on the exam or quiz.
- The teacher will contact the parent.

- The teacher will write an academic integrity report, which will be turned in along with the confiscated materials to the Principal.

If a student uses, purchases, or blatantly plagiarizes the work of any other person with or without the expressed permission of the owner of the work (using another person's words, images, or ideas without giving proper credit to that person):

- The teacher will confiscate any necessary material.
- Student will receive a zero on the assignment.
- The teacher will contact the parent.
- The teacher will write an academic integrity report, which will be turned in along with the confiscated materials to the Principal.

10. Unauthorized Internet Websites.

It is unacceptable to use the St. Jane Frances de Chantal School name, initials, logos or pictures of staff, students, the school or school activities with anything that is degrading, lewd, threatening or violent. Deliberate publication on the Internet or anywhere else, may result in serious disciplinary action including expulsion.

Students who have committed a serious violation of rules will be suspended from school and placed on strict probation. In each case, the Administration reserves the right to invoke a more severe penalty up to and including requiring counseling or expulsion if it judges that the nature of the action or the circumstances warrant it.

While all on-campus rules and regulations are to be observed on campus and within the vicinity of the campus, a student is a St. Jane Frances student at all times. Any student who engages in conduct, whether inside or outside of the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

INFRACTIONS THAT ARE GROUNDS FOR DISMISSAL (TERMINATION OF ENROLLMENT)

1. A pattern of disruptive behavior in the classroom.
2. A pattern of defiance or non-compliance with school rules.
3. Violation of terms of probation.
4. A major violation of school rules may result in immediate dismissal, including but not limited to the following:
 - a. Destroying or defacing school property; vandalism on school grounds, including tampering with locks or locked doors, computer hacking and pranks of any kind.
 - b. Disrespect or extreme impertinence towards any faculty or staff member or anything that manifests contempt for school authority.
 - c. Serious misconduct in speech, writing or action including cheating or dishonesty and forging school or legal documents.
 - d. Theft of any school or personal property.
 - e. Tampering with fire alarms or fire extinguishing equipment.
 - f. Scandalous, illegal or immoral conduct on or off campus at any time during the student's enrollment at the school.
 - g. Fighting, encouraging a fight on or off campus at any time.
 - h. Assault, extortion, threatening behavior or endangering the well-being of any person (i.e. setting off a firecracker, throwing objects in class or on campus, possession of flammable or explosive materials.)
 - i. Harassment, including verbal, physical or written intimidation, which includes but is not limited to using electronic communications to victimize, degrade or libel other persons; using ethnic slurs; name-calling; prejudicial behavior; employing actions that victimize and make life miserable for other persons.
 - j. Hazing or any act that injures, degrades or disgraces a fellow student or person attending the school.
 - k. Establishing, maintaining, participating in or posting on unauthorized Internet websites.

In addition to the above criteria, the Administration reserves the right to dismiss a student from St. Jane Frances de Chantal School for what it considers due cause.

SCHOOL SEARCHES

Students' legitimate expectations of privacy in person and in the personal effects they bring to the 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.

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 a law or school rule is being or has been violated. The student's parents should be notified of any such search.

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 it and when possible take a photograph of the object and of the location in which it was found. 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.

DISMISSAL PROCEDURES

1. The incident is reported to the Principal.
2. The student is suspended while the matter is investigated and a meeting is arranged.
3. The Principal meets with the parents and the student.
4. The Principal renders a decision.
5. If a student is asked to withdraw from school and the parents fail to withdraw the student, the Principal may exercise his/her prerogative to expel the student.

SECTION V: ATTENDANCE POLICIES

Students attending St. Jane Frances de Chantal are subject to the State Laws on Compulsory Full Time Education. The school is obliged to enforce these laws. Parents are likewise obliged by California State Laws to ensure that their student is in attendance at school when it is in session.

THE SCHOOL DAY BEGINS AT 7:45 A.M., MONDAY THROUGH FRIDAY

ABSENCE

- Absence is defined as non-attendance at classes when school is in session. Parents do not have the right to excuse their student from attending, except for a legitimate reason.
- The following reasons constitute a legitimate or excused absence from school:
 1. Valid Illness- a parent may be asked to provide medical verification. Such verification is required for an absence of more than three (3) consecutive days.
 2. Attendance at funeral services for family members.
 3. Quarantine directed by a County or City Health Official.
 4. An emergency or special set of circumstances judged as sufficient cause by school authorities. The principal should be notified of the circumstances immediately.
- Unexcused Absence: All other absences taken with permission of the parents, but not that of the school. This includes family vacations, trips, etc. Such an absence counts towards excessive absences.
- Truancy: Absence from school without the school's or the parents' knowledge and/or consent.

- Excessive Absence: A student who misses more than eight class sessions in a quarter is considered to be excessively absent. Parents and students will be notified in writing after the student reaches the eighth absence.
- Special Circumstances: The School Office is to be notified in regards to serious illness or accidents so that appropriate arrangements can be made.

Absence Procedures:

- Parents must notify the School Office by 10am if a student will be absent.
- When the student returns to school after an absence, he/she must turn in a written note signed by the parent or guardian explaining the reason for absence to the School Office.
- Students will be readmitted upon the School Office Administration’s notification to the teacher.
- Students who must leave school during the school day must provide the School Office and the respective teacher with sufficient notice.

Tardiness Policies:

Tardiness is defined as arriving in any class after the bell for the start of class has rung.

Classroom:

- Tardiness to any class is a school infraction. It may be excused only when it is the result of an appointment with a school official and the teacher receives verification from that person.

Illness During the School Day

- Students who become ill during the day outside of class must report to the School Office immediately.
- During class time, students must obtain written teacher permission to report to the School Office.
- A student may never independently call the parents and tell them to come and pick him/her up during the school day.

RELEASE OF STUDENTS

Students may not leave the campus for any reason at any time during the school day unless they have parent and school permission. All legal regulations and insurance requirements must be met. Students may not have off-campus lunch privileges.

SECTION VI: ADMISSIONS

Non-Discrimination Policy

St. Jane Frances de Chantal School in the Archdiocese of Los Angeles, mindful of its mission to be a witness to the love of Christ for all, admits students of any race, creed, color, religion, 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, religion, or ethnic origin in the administration of its education policies, admission policies, scholarship or loan program, athletic, or other school administered programs.

While St. Jane Frances de Chantal School does not discriminate against 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 a 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.

In the admission of students to St. Jane Frances de Chantal School, the order of priority shall be as follows:

1. Students whose parents are registered in the St. Jane Frances de Chantal Parish and are actively participating in the St. Jane Frances Parish community.
2. Applicants whose brothers and sisters are already enrolled in St. Jane Frances de Chantal School.
3. Students from Catholic families relocating from other communities who have been attending Catholic schools.
4. Students from non-Catholic families whose parents clearly demonstrate their support for the Catholic purpose and programs of the school.
5. The parish school will strive to have a Catholic education accessible to as many students as possible both with its educational programs and financial consideration; however, it may be limited in its abilities to serve the educational needs of some students. Continued enrollment in the school will be reviewed annually.

School as a Community

Whenever people associate with other people in a public setting, such a school, they assume responsibility for conducting themselves in a manner that respects the dignity of others. They are expected to eliminate from their behavior those elements that display hostility or reveal a lack of concern for promoting what is desirable in human life. Members of a Catholic school community are challenged to express in their behavior a genuine love and concern for each other that flows from their faith in Jesus. Each member's own personal behavior should reflect a willingness to grow and mature as a contributing member of the community.

School as a Facility

Since a school is also a facility that young people use to pursue their education, each member of the school community is responsible for the use and care of the school plant. The situation demands that everyone respect the buildings and the property so that the school will be attractive in appearance and useful for the good of all who attend.

School as an Institution

The administration of the school is charged with the responsibility of assuring conduct in accord with its stated policies and those of the Archdiocese. By the act of registering to attend St. Jane Frances, students and their parents indicate their agreement to abide by and support the policies and rules of the school.

SECTION VII: CAMPUS MINISTRY

Policy Regarding the Celebration and Reception of the Sacrament of the Eucharist

As a Catholic school community, St. Jane Frances de Chantal School regularly celebrates the Catholic Mass of the Holy Eucharist. The Catechism of the Catholic Church reminds us:

1323 “At the Last Supper, on the night he was betrayed, our Savior instituted the Eucharistic sacrifice of his Body and Blood. This he did in order to perpetuate the sacrifice of the cross throughout the ages until he should come again, and so to entrust to his beloved Spouse, the Church, a memorial of his death and resurrection: a sacrament of love, a sign of unity, a bond of charity, a Paschal banquet ‘in which Christ is consumed, the mind is filled with grace, and a pledge of future glory is given to us.’

1324 The Eucharist is “the source and summit of the Christian life.” “The other sacraments, and indeed all ecclesiastical ministries and works of the apostolate, are bound up with the Eucharist and are oriented toward it. For in the blessed Eucharist is contained the whole spiritual good of the Church, namely Christ himself, our Pasch.”

With these teachings in mind, the Eucharist is the source and summit of our community life at St. Jane Frances. Our Eucharistic celebrations are moments in which we participate in the life of the larger world Church and in the life of Christ. We lift our prayers with and for each other. We acknowledge our need for, and our reception of, our Savior. We receive the nourishment that the Lord offers as we become that, which we receive, bread for the world in the Body of Christ. At the mass we express our thanksgiving, the very meaning of the word *Eucharist*.

The St. Jane Frances community rightfully expects that all members of the community are present and participatory at our Eucharistic celebrations, including those of us who are well-churched and those who are not, and those of us who are Catholic and those who are of other faiths. The basic expectation is that all are respectful and prayerful throughout the celebrations, following the norms of the Church.

Regarding the reception of the Sacrament, the body and blood of the Eucharist is only to be received by baptized Catholics, who have received their First Communion at their parish, who are in the state of grace with God, and who have observed the required fast.

For the non-Catholic members of our community, the U.S. bishops’ guidelines for receiving Communion state: “We also welcome to this celebration those who do not share our faith in Jesus Christ. While we cannot admit them to Communion, we ask them to offer their prayers for the peace and the unity of the human family. (Further) Because they have not received baptism, the gateway to the other sacraments, non-Christians cannot receive Communion.”

Students enrolled at St. Jane Frances de Chantal School, in grades 2nd – 8th, who are baptized, may participate in the sacramental preparation for First Reconciliation and First Holy Communion. Details will be provided at the proper time.

CHRISTIAN CHARACTER POLICY

In order to develop a sense of Christian morality and live the mission of the school, all students, staff and faculty of St. Jane Frances de Chantal School are expected to demonstrate in daily living, on and off campus, those moral virtues encompassed in the Gospel of Jesus Christ. In order to facilitate this commitment, the St. Jane Frances community recognizes that this campus-wide honor policy is desirable. We believe that students have a duty to be truthful and just. Therefore:

- All students at St. Jane Frances, as members of a Christian community, are expected to conduct themselves courteously in their relations with teachers, staff members, visitors and each other. This applies not only during school hours and on school grounds, but also at all school activities, such as athletic contests and dances.
- Students should always conduct themselves in speech, manner and dress that reflect a commitment to Christian morality and Christian charity on or off campus at all times.
- Students are to refrain from vulgar, obscene, suggestive, or insulting expressions, overt demonstrations of disapproval and all other behavior disruptive to the classroom situation.
- Students are not to argue about tests, grades and punishments during class, but rather see the teacher after class or at the end of the school day in order to resolve such difficulties in a respectful manner.
- Students are not allowed to use stylized graffiti writing on any assignments or tests. No credit will be given for any assignment or test written in this fashion.
- Students are also required to treat school property with respect by not defacing it in any way and by making proper use of waste containers.'
- Cheating, dishonesty and falsification of records are included under "immoral conduct."
 - A student submitting work for credit under his/her name must have personally completed the work. (Using unauthorized materials or advanced information is not being truthful).
 - A student taking a quiz or test must follow the individual teacher's instructions.
 - A student's communication and interaction with others must be honest and considerate.

SECTION VIII: GENERAL POLICIES, RULES AND REGULATIONS

ABORTION POLICY

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

Abortion, which disregards innocent human life, is incompatible with and contradictory to the fundamental teachings of the Church, the mission of the Catholic school, and the values that ought to permeate Catholic education (*Gaudium et Spes, 51; Code of Canon Law, 1938*).

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

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

In cases where abortion has become public knowledge, dismissal from the school will be automatic. This also applies to a student who assists another student in obtaining an abortion.

ADULTS INTERACTING WITH MINORS AT SCHOOL ACTIVITIES OR EVENTS

Adults acting in a staff, faculty, ministerial or other paid or volunteer positions within 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 school locations. **Please review the following guidelines and sign the “Acknowledgement of Receipt” for the file at the 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.
- Communication 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 within 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 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 school events in their homes with minors must have the permission of the 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 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 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 minors only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not met these requirements.

AIDS POLICY

Infection with AIDS in and of itself is not a reason to exclude students from St. Jane Frances de Chantal School. However, alternate educational and catechetical arrangements may be made for infected students whose behavior has been shown to be a danger to others.

HIV/AIDS is not spread by casual, everyday contact. Therefore, barring special circumstances, students who are infected with HIV/AIDS will be admitted to St. Jane Frances de Chantal School. Usually, these students are entitled to all rights and services accorded to other students. Decisions about any changes in the educational program of a student who is infected with HIV/AIDS shall be made on a case-by-case basis. Each situation will be analyzed and responded to as required by its particular facts. Any decision will take into account Christian concern and compassion, community health and well-being and individual privacy and needs.

ASSEMBLIES

Assemblies are part of the school program. Therefore, students are required to observe the same rules of conduct as apply throughout the school day.

CELL PHONES

Cell phones may not be seen or heard on campus during the school day. This means a cell phone may not be used for communication or any other purpose, including but not limited to, as a camera, a calculator, a timepiece or to send text messages in or out of class.

If a student violates this rule, the cell phone will be confiscated and may be picked up only by a parent or guardian. All confiscated cell phones are subject to search by administration. Repeated cell phone violations may result in probation.

COMPLAINT REVIEW PROCESS FOR PARENTS AND STUDENTS

Please refer to the Appendix, p. 48

CONFIDENTIALITY AND PRIVACY

Privacy and 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, and the principal.

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 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 for the following items; pupil's name, address, telephone number, date and place of 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 of 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 case should commercial enterprises be given access to Directory Information.

Verbal/Written Confidences

Students or parents/guardians may provide confidential information 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.

CONTROVERSIAL ISSUES

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

St. Jane Frances de Chantal School is already committed to the teachings of the church in matters of faith and morals, and is not free to accept or reject these teachings. However, with issues which are not in violation of those principles, teachers will handle controversial issues in a manner suited to the range of knowledge, maturity and competence of the students and will deal with conflict issues as impartially and as objectively as possible. Parents, who have concerns about the handling of such issues, should discuss those concerns with the teacher.

CLOSED CAMPUS POLICY

To preserve the academic environment and security, St. Jane Frances de Chantal School is a closed campus. Only St. Jane Frances students are permitted on the school grounds before, during or after school hours. No person may enter the campus unless authorized by school authorities. Visitors must present themselves at the School Office during the school day and obtain a Visitor's Pass.

DESIGNATED AREAS

The following rules are to be observed in the designated areas:

- **Classrooms**
Students are to be in classrooms and seated at their desks when the bell rings. No food, drinks or gum chewing are allowed in classrooms or corridors. Classroom furniture is to be kept in good condition. Students are not to be in any classrooms without proper supervision.
- **Hallways/Stairways**
Unnecessary noise, rough housing, running and/or loitering are strictly prohibited. Students are not to be in any classrooms without proper supervision.
- **Lunch Area**
Students must remain in their designated lunch areas until they are dismissed to lunch recess. The Vending machines are for use during lunch and nutrition times only. They are not to be used between classes. All food and drinks are to remain in the lunch area.
- **Assemblies**
Assemblies are part of the school program. Therefore, students are required to observe the same rules of conduct as apply throughout the school day. Should parent/guardian/family attendance be appropriate to the assembly, the teacher will provide notification.
- **Gymnasium**
No student is to be in the gym during or after school hours, unless under the actual supervision of a designated faculty member. This applies especially during lunch periods.

ESTABLISHING WHO HAS CUSTODY

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

EMERGENCY PROCEDURES

St. Jane Frances de Chantal School has developed extensive procedures for emergency response needs. Drills are scheduled throughout the school year. Emergency maps and procedures are posted in each classroom. Students are to follow the directions of the teacher.

In the event that an emergency situation arises during the school day, students will be kept on campus in the open quad area, supervised by faculty, under the direction of the administration.

- Students will be released to parents/guardians only.
- Students who carpool or walk home must have parent permission on file to be allowed to leave campus.

GRADUATION

Graduation is an 8th grade class activity and consists of two parts:

- A Baccalaureate Mass during which thanks and praise are given to God.
 - Commencement Ceremony during which each student is recognized.
- *Diplomas are granted upon the absolute settlement of all school financial responsibilities.

Graduation is a privilege and not a right and is reserved for those seniors who have met all academic, financial and disciplinary criteria and obligations established by the school. Parents and friends are most welcome to attend graduation activities, but are to be mindful of the appropriate dignity of the occasion.

HARASSMENT, BULLYING AND HAZING POLICY

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

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

- Verbal harassment- Derogatory comments and jokes; threatening words spoken to another person.
- Physical harassment- Unwanted physical touching, contact, assault, deliberate 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.

RESPONSIBILITIES OF THE SCHOOL

It is the responsibility of St. Jane Frances de Chantal 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.

RESPONSIBILITIES OF THE STUDENT

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 student threats 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 principal or a teacher. The principal should notify the police immediately. The Department of Catholic Schools should also be notified.

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

The student who has made the threat, shall 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 should be made by the principal on a case-by-case basis.

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

INTERNET USAGE POLICY

(See Electronic Communications Policy, Page 33)

It is unacceptable to use the St. Jane Frances de Chantal School name, initials, logos or pictures of staff, students, the school or school activities with anything that is degrading, lewd, threatening or violent. Deliberately establishing, maintaining, participating in or posting on unauthorized Internet web sites or anywhere else, may result in serious disciplinary action from forfeiture of usage privileges up to and including expulsion.

Unacceptable uses of school or home computers include, but are not limited to:

- Sending, displaying or downloading offensive messages or pictures;
- Using obscene language;
- Harassing, insulting or threatening others;
- Violating copyright laws;
- Using another person's log-on and/or password;
- Trespassing in other's folder, work or files;
- Revealing another's personal phone number, name or address.

WIRELESS LAPTOP/iPAD PORTAL AGREEMENT

This network is provided as a service to the students of St. Jane Frances de Chantal School to aid in their studies and to further their development as morally courageous agents of peace and justice. Students are reminded to use campus computer resources responsibly and to respect the terms of the Computer Network Use Agreement. All St. Jane Frances de Chantal School policies regarding responsible behavior and the use of technology will be upheld while connected to this network.

Students are reminded that data on this network is not encrypted and publicly viewable. All activity on the St. Jane Frances de Chantal Wireless Network is logged including uniquely identifiable computer information. Abuse of this system will result in the revocation of access privileges in addition to possible disciplinary action.

Neither St. Jane Frances de Chantal School nor any agent of St. Jane Frances de Chantal School assumes responsibility for student laptops or other wireless devices attached to this network. Any damages, physical or virtual in nature, which may occur to wireless devices connected to the network, will not be the responsibility of St. Jane Frances de Chantal School or of its agents. St. Jane Frances de Chantal School promises to maintain the St. Jane Frances Wireless Network to the best of its ability, though no guarantees are made on consideration to availability of quality of service.

These terms are subject to change without notice.

Parents and students are required to sign a Computer Network User Agreement.

LOST OR STOLEN PROPERTY

The school is not responsible for lost or stolen property. Students are not to bring property of value to school including, but not limited to, cell phones, iPods, laptops, and musical instruments.

PUBLIC AFFECTION POLICY

St. Jane Frances de Chantal School supports healthy boy-girl relationships on so far as they yield emotional, psychological and social growth in all students. **Excessive displays of affection will not be accepted on campus since they fall short of these goals.** Those students who engage in this behavior become liable to disciplinary action.

VISITORS

Students are not allowed to bring visitors, e.g. non-St. Jane Frances de Chantal School students, on campus during the school day, unless written permission has been obtained from the principal. The appropriate paperwork showing parents consent must be submitted. Permission will rarely be granted and only for reasons deemed worthy by the Administration.

SECTION IX: STUDENT SERVICES

TEXTBOOKS

The cost for rental of textbooks for the current school year is included in the New Student Registration and in the Current Student Re-Registration rates. Students are expected to maintain the condition of textbook/workbook they are lent; therefore, they are expected to cover all textbooks/workbooks. In the case that a textbook/workbook is severely damaged or lost, the student will be held financially responsible for its replacement prior to the end of the current school year.

STUDENT ACCIDENT INSURANCE

The Myers & Stevens Insurance Program is provided for all students enrolled at St. Jane Frances de Chantal School. This program is secondary to the family's insurance and assists only with medical expenses incurred because of accidental bodily injury sustained by a student while attending St. Jane Frances, while traveling to or from school, or while participating in a solely school sponsored and supervised activity.

HEALTH OFFICE

St. Jane Frances de Chantal School provides a Health Office located next to the School Office. A student who becomes ill during the school day must go to the Health Office and a member of the staff will contact parents/guardians. The school does not provide treatment of any kind.

At no time should the student contact their parent/guardian for pickup during the school day.

In the event of any accident on campus or during a school-sponsored event, a written report, including date, time and description, will be made and filed with the Health Office. The parent/guardian will be contacted.

Student Medication Policy

State law does not permit students to carry ANY medication with them on school campus without first notifying the school. Students bringing ANY TYPE of medication to school must obtain a Request for Medication form from the School Office. This form must be signed and submitted to the School Office by the parent indicating the frequency that the medication should be taken. ALL medication will be stored in the School Office. Students are not allowed to carry ANY medication.

Non-Prescription Medication

Students bringing any type of non-prescription medication, including any pain relievers or cold medicine to campus, must obtain a Request for Medication form from the School Office. This form must be signed and submitted to the School Office by the parent indicating the frequency that the medication should be taken. Once the form has been submitted, the student will be allowed to visit the School Office to take his/her medication at the indicated time.

Prescription Medication

All prescription medication must be provided in the original package and kept in the School Office, where a school employee designated by the principal will allow the student to take the medication. Students must be ultimately responsible for knowing when and how much medication to take (with the exception of students in the Pre-School/Pre-Kindergarten/Kindergarten programs.)

Asthma Inhalers

Asthma inhalers are to be kept in the School Office, along with the Request for Medication form. Students will be allowed to visit the School Office to use their inhaler when needed. Parents/guardians are

responsible for refilling/replacing their child's inhaler. Also, asthma inhalers must be picked up by the end of the school year so as to avoid their disposal by the school staff.

SECTION X: STUDENT COUNCIL

STUDENT COUNCIL AND ACTIVITIES

Objective

To develop skillful student leaders:

- By sponsoring a program of student council designed to teach effective leadership skills;
- By providing leadership opportunities within grades 5th-8th;
- By providing for leadership within various school projects and events.

STUDENT COUNCIL

The Student Council is comprised of two groups: Executive Student Council Officers and Class Representatives. Each has their own responsibilities; however, they also work together.

The Student Council Officers promote school related student activities. Class representatives promote the interests, activities, spirit and financial well being of their own class.

The general student population is represented by the Student Council, which is composed of executive student body officers and class representatives. This group is designed to act as a liaison between the Administration and the St. Jane Frances students, to assist the Administration in furthering the school's Mission Statement and to be a continuing source of constructive input in coordinating student activities.

Elections

Students who are interested in running for any of the Student Council positions are given the opportunity to campaign on school grounds. The candidates are asked to deliver a speech to their schoolmates. The students cast their votes, which are then tallied by the principal and the Student Council Advisors. The principal announces the final results by the end of the school day.

Eligibility for Elections

Students interested in seeking candidacy for an executive Student Council office or a Class Representative office must meet eligibility requirements as defined for current elections. Students on academic or disciplinary probation are not eligible to hold any office.

ACTIVITIES AND ORGANIZATIONS

Academic Decathlon

St. Jane Frances de Chantal School Academic Decathlon Team is a recent asset to the developing school activities program. Although young in its existence, it has founded a promising trajectory. The students dedicate significant hours of study and practice time towards the improvement of their performance as a team. These required meetings take place outside of their class time.

Assemblies and Rallies

These are part of the regularly scheduled curriculum and exist to address students in a given area or to promote school spirit.

After School Art

Students are welcome to join this class to explore various artistic means, outside of that which is taught in the curricular Art Course. Selected art pieces are displayed in the Annual School Art Fair.

Armenian Class

This class is intended to teach the Armenian language at an introductory level.

Choir

Students in grades 3rd-8th are offered the opportunity to be part of the School Choir. Members of this group participate in the school's Friday Mass, as well as, in all special occasions and events. After school practices are required.

Guitar Class

These classes are taught in three different levels: Beginners, Intermediate, and Advanced. Practices are scheduled to take place after school.

Tae Kwon Do

This class is designed to teach students about self-defense, discipline, and focus. The students' progress is acknowledged with the awarding of different colored belts. Classes take place after school.

SECTION XI: ATHLETICS

ATHLETIC DEPARTMENT PHILOSOPHY

Participation in athletics at St. Jane Frances de Chantal School is considered a uniquely valuable experience for every young person, and all are encouraged to participate in one of the many competitive sports offered during their elementary/middle school experience.

Participating in athletics at St. Jane Frances de Chantal School is a privilege that is earned. Student/Athletes are expected to appreciate the opportunities provided by school athletics. We believe that the development of skills and attitudes, which result from athletic participation, are of special importance in our society today. A balance must be achieved and maintained between the desire for personal success and the accomplishment of the team.

PHYSICAL EXAMINATION

All athletes are required to have a physical examination before they can try out for a sport, as mandated by CIF. Physicals completed during the previous school year are not valid the following school year. Parents are encouraged to have their child's physical administered during the summer prior to the beginning of the school year.

You may pick up the required Physical Examination Form from the School Office.

ATHLETIC TEAMS AND SEASONS

The Six Pillars of Character

CODE OF CONDUCT

A St. Jane Frances de Chantal School athlete in competition is expected to follow certain principles:

1. Never use profanity or illegal tactics.
2. Be gracious in defeat and modest in victory.
3. Always congratulate the opponent.
4. When speaking to an official, always speak in a tone of respect and only to clarify a rule.
5. Violations of good behavior will result in removal from the team for a specified period of time.

6. Any athlete who is involved in a fight for any reason may be suspended for one game. Should this happen a second time, the athlete may be suspended for one year to the day and not receive any post-season awards.
7. Any student found guilty of striking an official will be barred from athletic competition at St. Jane Frances de Chantal School during the remainder of his/her athletic eligibility. This would constitute grounds for expulsion from school.
8. Any player found using any form of chewing tobacco at practice or during a game will be automatically suspended for one game.

HAZING

St. Jane Frances de Chantal is committed to providing an environment that is free from any type of harassment. The school will treat any and all allegations of harassment seriously. Harassment, including verbal/physical or written intimidation, degrading of a person, ethnic slurs, name-calling, prejudicial behavior, employing actions to victimize and make life miserable for others, and team initiation tactics will never be tolerated. Such actions call for serious disciplinary follow up from the school.

St. Jane Frances de Chantal athletes will meet the grooming regulations required by the school. The Athletic Director will determine if a person meets the standard. Failure to do so will result in the athlete's ineligibility to participate in games or practices until the requirements are met. Permission to wear a game-day shirt may be granted if approved by the Athletic Director.

GENERAL ATHLETIC POLICIES

1. St. Jane Frances de Chantal School provides secondary insurance coverage for physical injury for all students automatically.
2. A student who receives a GPA of less than 2.0 in any two consecutive quarters is ineligible to participate in interscholastic athletics for the time specified in the school regulations.
3. A student who misses three or more homework assignments in one week may not participate in the following practice. If a test is failed, the student may not participate in the following game.
4. Students absent from school may not participate in a game or a practice in the day he/she is absent. Absence is defined as failure to report to school by 10:30 A.M., and attend all scheduled classes until 2:45 P.M. Students absent from school on Friday may not compete in a game the following day, unless they present written permission from their parents prior to the game. The same rule applies when the student is absent on the day before a school holiday and the game is played on the holiday.
5. If an athlete drops a sport, he/she forfeits all awards for that sport. No athlete who drops a sport after the first scheduled game will be allowed to participate in another sport during the season or portion of the same season, except with mutual consent of both Head Coaches involved. This also holds true if the student is removed from the team because of disciplinary actions.
6. The athlete is financially responsible for all equipment checked out to him/her. All equipment issued must be returned or paid before the athlete can receive his/her awards or begins another sport. Replacement costs will be based on the current market value. An athlete may not receive final grades until restitution is made.
7. Uniforms and related equipment will be used only during scheduled practice and games of that sport. They may not be worn at any other time, unless permission to do so is granted from the principal

ATHLETIC AWARDS

CARE AND USE OF UNIFORMS AND EQUIPMENT

Please remember the following guidelines:

1. Athletes are responsible for equipment and uniforms issued to them. The athlete must pay for any lost items.
2. Team uniforms are not to be used or worn at home or away from school, unless on a team trip/event.
3. Before each contest, the athlete must wash his/her uniform.

RESPONSIBILITY OF STUDENTS AND PARENTS Quoted from the Catholic Athletic Association Gold Book

A. ATHLETES:

1. **Serve as a positive example by exercising self-control and good sportsmanship.** Players are encouraged to shake hands with players on the opposing team at the conclusion of a game.
2. Accept both victory and defeat with pride and compassion.
3. Accept, seriously, the responsibility and privilege of representing your school community.

B. STUDENT SUPPORTERS AND SPECTATORS

1. Use announcements and posters to promote school spirit and good sportsmanship at events. Signs and posters are to be approved by the appropriate adult at the school.
2. Promote pre-game interest and activity so that the athletic program is shared by all, not just by athletes.
3. Be a good host or guest in relationship to the other school. Treat them as you would wish to be treated. Be respectful during the entire game (this includes any rituals/activities performed throughout the game/contest).
4. **Stay away from the visiting school's rooting sections and avoid any provocative activity. Students involved in unauthorized activity at athletic events will be subject to disciplinary action.**
5. Stay away from the other school's campus and vicinity prior to and after athletic events (except on official school business). Any vandalism or destruction to another school's property will subject the student to severe disciplinary action.
6. Stay out of playing areas until athletic even is completed.

D. PARENTS

1. Insist that your sons/daughters adhere to the high standards of good sportsmanship on or off the playing field, as athletes or spectators.
2. Support the school athletic program through participation in booster clubs, security programs, and by attendance at athletic events.
3. **Set a good example by your behavior at athletic events, whether your daughter or son is a player or a spectator.**

SECTION XII: APPENDIX

PARENT/STUDENT COMPLAINT 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 rise to conflicts among students, parents, and school staff. All parties involved 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 frankly with the persons directly involved.
- If resolution is not achieved, the complaint should be discussed with the principal.
- 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.

2011-2012 Bell Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
SCHOOL STARTS	7:45 A.M	7:45 A.M	7:45 A.M	7:45 A.M	7:45 A.M
RECESS	10-10:15 A.M.	10-10:15 A.M.	10-10:15 A.M.	10-10:15 A.M.	
LUNCH	12-12:45 P.M.	12-12:45 P.M.	12-12:45 P.M.	12-12:45 P.M.	
SCHOOL DISMISSAL	12 P.M.	12 P.M.	12 P.M.	12 P.M.	12 P.M.