

## CONTENT OUTLINE FOR YOUR PARENT-STUDENT HANDBOOK

The outline provided below is the working guide for the online Parent-Student Handbook that has been developed for archdiocesan schools. The electronic template is available from \_\_\_\_\_ for schools to create their own Parent-Student Handbooks.

The Content Outline below tracks the template's table of contents that shows which policies and procedures must be included in your handbook.

- Certain sections and topics in the handbook will be reproduced **verbatim** from the pertinent section(s) in the Archdiocesan ADLA Administrative Handbook ("ADLA Administrative Handbook"). This text populates your Parent-Student Handbook automatically and cannot be edited.
- If the table of contents says "review contents of [hyperlink](#)" then the linked text in the ADLA Administrative Handbook should be used as a guide to develop the school's own policy or procedure.
- If the table of contents says "insert or create your own" the school can use or develop its own policy or procedure. Do not review contents of or cite any law or regulation, such as the California Education Code.
- If your school does not have a policy or procedure for a section of the Parent-Student Handbook, fill out that section as follows: "Intentionally left blank."
- ***Nothing in the Parent Student Handbook can conflict with the Archdiocesan ADLA Administrative Handbook.*** When adding or creating your own policies and procedures, be careful not to rephrase policies, procedures, or resources that are already covered in the ADLA Administrative Handbook.

This Parent-Student Handbook is intended to be an online resource, which automatically updates when changes are made to the ADLA Administrative Handbook. Sign up for the RSS feed on the ADLA Administrative Handbook blog page to be notified when changes are made. If you print out .pdf pages of Parent-Student Handbook those pages will not include any updates made to content or resources.

Parents must sign the Parent-Student Policies Agreement Form found in Chapter 11. This must be kept on file at the school. Feedback is welcome. Please contact [handbook@la-archdiocese.org](mailto:handbook@la-archdiocese.org) if you have any comments or questions.



[logo]  
[name] [address]  
www.school.com Important Phone

Numbers

Main School Office  
Attendance Office School  
Fax  
Health Office  
Library  
After School Care Parish  
Center



## CHAPTER 1 -- INTRODUCTION TO THE PARENT STUDENT HANDBOOK

Insert or create your own message from principal to parents about the contents of the Parent-Student Handbook.

**Insert this text:** Sections of this Parent-Student Handbook are particular to \_\_\_\_\_ [insert school name] (also review contents ofred to as *location*). Other sections are policies and procedures of the Archdiocese of Los Angeles, most of which can be found in the ADLA Administrative Handbook at <http://handbook.la-archdiocese.org/>

## CHAPTER 2 -- GENERAL INFORMATION

<b>Section 2-01</b> Mission Statement and Philosophy [charism, if applicable]	Insert or create your own
<b>Section 2-02</b> Integral Student Outcomes (ISO) [High school] /Schoolwide Learning Expectations	Insert or create your own
<b>Section 2-03</b> History of the School	Insert or create your own
<b>Section 2-04</b> Accreditation	<b>Insert this text:</b> _____ [Insert School Name] is accredited by the Western Catholic Education Association and the Western Association of Schools and Colleges.
<b>Section 2-05</b> Code of Christian Conduct	Automatic. Do not add any content.
<b>Section 2-06</b> School Personnel Lists	Optional – could link to school website
<b>Section 2-07</b> School Schedule and Calendar	Could link to school website
<b>Section 2-08</b> School map, mascot, etc.	Insert or create your own or link to school website
<b>Section 2-09</b> School website, social media	<p><b>Insert this text:</b></p> <p>The school must own and control all internet presence including all social media. Individuals or groups may not personally launch anything that can be regarded as owned, sponsored, endorsed, or supported by the parish, school, or any related or affiliated ministry. Individuals or groups may not host any school website on their own domain or with a web hosting service that does not have a contract with the school itself. Those who violate this section will be asked to shut down their site or turn it over to the school. Failure to comply may result in removal of student from school.</p> <p><b>Add your own if needed– review contents of FAQ in Chapter 10 of the ADLA Administrative Handbook</b></p>
<b>Section 2-10</b> Zero Tolerance Policy for Sexual Misconduct	Automatic. Do not add any content.



<b>Section 2-11</b> Safe Environment Training for Children and Youth	Automatic. Do not add any content.
<b>Section 2-12</b> Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events	Automatic. Do not add any content.
<b>Section 2-13</b> Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth	Automatic. Do not add any content.
<b>Section 2-14</b> Dress/Uniform Code	Insert or create your own
<b>Section 2-15</b> Relationship of School to Parish	Insert or create your own
<b>Section 2-16</b> School Governance	Insert or create your own and review contents of the ADLA Administrative Handbook at <a href="http://handbook.la-archdiocese.org/chapter-3/">http://handbook.la-archdiocese.org/chapter-3/</a>
<b>Topic 2-16-1</b> ADLA Administrative Structure of Elementary Schools	Automatic. Do not add any content.
<b>Topic 2-16-2</b> ADLA Administrative Structure of High Schools	Automatic. Do not add any content.
<b>Topic 2-16-3</b> Additional School Governance Information	Insert or create your own.
<b>Topic 2-16-4</b> School Boards	Insert or create your own and review contents of the ADLA Administrative Handbook at <a href="http://handbook.la-archdiocese.org/chapter-3/section-3-2/topic-3-2-3">http://handbook.la-archdiocese.org/chapter-3/section-3-2/topic-3-2-3</a> (elementary schools) or <a href="http://handbook.la-archdiocese.org/chapter-3/section-3-3/topic-3-3-4">http://handbook.la-archdiocese.org/chapter-3/section-3-3/topic-3-3-4</a> (high schools).
<b>Topic 2-16-5</b> Parent or Parent-Teacher Organizations	Insert or create your own and review contents of the ADLA Administrative Handbook at <a href="http://handbook.la-archdiocese.org/chapter-3/section-3-2/topic-3-2-4">http://handbook.la-archdiocese.org/chapter-3/section-3-2/topic-3-2-4</a> (elementary schools) or <a href="http://handbook.la-archdiocese.org/chapter-3/section-3-3/topic-3-3-4">http://handbook.la-archdiocese.org/chapter-3/section-3-3/topic-3-3-4</a> (high schools)
<b>Section 2-17</b> Parent/Student Complaint Review Process	Automatic. Do not add any content.



CHAPTER 3 -- CATHOLIC IDENTITY	
<b>Section 3-1</b> Introduction	Automatic. Do not add any content.
<b>Topic 3-1-1</b> Catholic School Communities	Automatic. Do not add any content.
<b>Topic 3-1-2</b> Faith Formation	Review contents of the ADLA Administrative Handbook at <a href="http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-4">http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-4</a> and <a href="http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-5">http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-5</a> to insert or create your own.
<b>Topic 3-1-3</b> Additional Practices (Mass, Prayer, Other Liturgies)	Review contents of the ADLA Administrative Handbook at <a href="http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-7">http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-7</a> to insert or create your own.
<b>Section 3-2</b> Sacraments (First Reconciliation, First Communion, Confirmation)	Insert or create your own.
<b>Section 3-3</b> Religion Curriculum	Automatic. Do not add any content.
<b>Section 3-4</b> Campus Ministry	Review contents of the ADLA Administrative Handbook at <a href="http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-7">http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-7</a> to insert or create your own.
<b>Section 3-5</b> Christian Service Program	Review contents of the ADLA Administrative Handbook at <a href="http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-14">http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-14</a> to insert or create your own
<b>Section 3-6</b> Retreats	Review contents of the ADLA Administrative Handbook at <a href="http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-8">http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-8</a> to insert or create your own



CHAPTER 4 -- ADMISSION AND ATTENDANCE		
<b>Section 4-01</b> School Student Non-Discrimination		No content. Section title only.
	<b>Topic 4-01-1</b> School Student Non-Discrimination Policy	Automatic. Do not add any content.
	<b>Topic 4-01-2</b> Non-discrimination Documentation	Automatic. Do not add any content.
<b>Section 4-02</b> Inclusion Process/STEP		<b>Insert or create this text:</b> If you have a child who is struggling academically or is disabled, contact _____ [insert Name of Inclusion Coordinator]. For specific information and guidance see chapter 14 of the ADLA Administrative Handbook: <a href="http://handbook.la-archdiocese.org/chapter-14">http://handbook.la-archdiocese.org/chapter-14</a>
<b>Section 4-03</b> Admissions Policy		No content. Section title only.
	<b>Topic 4-03-1</b> Elementary School Admission Guidelines	Review contents of the ADLA Administrative Handbook at <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-1">http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-1</a> (elementary school) and insert or create your own.
	<b>Topic 4-03-2</b> High School Admission Guidelines	Review contents of the ADLA Administrative Handbook at <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-2">http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-2</a> [high school] <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-3">http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-3</a> [high school] and insert or create your own.
	<b>Topic 4-03-3</b> High School Admission Procedures	Review contents of the ADLA Administrative Handbook at <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-2">http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-2</a> [high school] <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-3">http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-3</a> [high school] and insert or create your own
	<b>Topic 4-03-4</b> Inoculation requirements	Insert or create your own <b>and include the following sentence:</b> [Name of School} follows the inoculation requirements of the CA Department of Health detailed here: <a href="http://www.shotsforschool.org/">http://www.shotsforschool.org/</a>
	<b>Topic 4-03-5</b> Married Students	Automatic. Do not add any content
	<b>Topic 4-03-6</b> Emancipated, Married and Eighteen Year Old Students	Automatic. Do not add any content.
	<b>Topic 4-03-7</b> Students Not Living with Parents	Automatic. Do not add any content.



<b>Section 4-04</b> Absence, Tardiness, & Truancy		Insert or create your own overview of the School's absence, tardiness and truancy policies; the specific policies on those subjects will be spelled out in the topics below. Review ADLA Administrative Handbook at <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-2/topic-13-2-1">http://handbook.la-archdiocese.org/chapter-13/section-13-2/topic-13-2-1</a> for guidance.
	<b>Topic 4-04-1</b> Absence	Insert or create school policies that are consistent with ADLA Administrative Handbook at <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-2/topic-13-2-1">http://handbook.la-archdiocese.org/chapter-13/section-13-2/topic-13-2-1</a>
	<b>Topic 4-04-2</b> Absences with Acceptable Excuse	Insert or create school policies that are consistent with ADLA Administrative Handbook at <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-2">http://handbook.la-archdiocese.org/chapter-13/section-13-2</a>
	<b>Topic 4-04-3</b> Extended Absences	insert or create school policies that are consistent with ADLA Administrative Handbook at <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-2">http://handbook.la-archdiocese.org/chapter-13/section-13-2</a>
	<b>Topic 4-04-4</b> Leaving School Early	Insert or create school policies that are consistent with ADLA Administrative Handbook at <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-2">http://handbook.la-archdiocese.org/chapter-13/section-13-2</a>
	<b>Topic 4-04-5</b> Tardiness	Insert or create school policies that are consistent with ADLA Administrative Handbook at <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-2">http://handbook.la-archdiocese.org/chapter-13/section-13-2</a>
	<b>Topic 4-04-6</b> Truancy	Insert or create school policies that are consistent with ADLA Administrative Handbook at <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-2">http://handbook.la-archdiocese.org/chapter-13/section-13-2</a>
	<b>Topic 4-04-7</b> Work Permits	Automatic. Do not add any content.
<b>Section 4-05</b> Communications Procedures		Review contents of ADLA Administrative Handbook at <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-8/topic-13-8-1">http://handbook.la-archdiocese.org/chapter-13/section-13-8/topic-13-8-1</a> to insert or create your own.
	<b>Topic 4-05-1</b> Parent Teacher Conferences	Insert or create your own.
	<b>Topic 4-05-2</b> Parent Messages and Phone Calls	Insert or create your own.
	<b>Topic 4-05-3</b> Parent to School Communication	Review contents of ADLA Administrative Handbook at <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-8/topic-13-8-1">http://handbook.la-archdiocese.org/chapter-13/section-13-8/topic-13-8-1</a> to insert or create your own.
<b>Section 4-06</b> Closed Campus		Review contents of ADLA Administrative Handbook at <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-5/topic-13-5-1">http://handbook.la-archdiocese.org/chapter-13/section-13-5/topic-13-5-1</a> to insert or create your own.
<b>Section 4-07</b> Safety and Security Procedures		Review contents of <a href="http://handbook.la-archdiocese.org/chapter-8">http://handbook.la-archdiocese.org/chapter-8</a> and insert or create policies consistent with ADLA Administrative Handbook – do NOT post plan on website.
<b>Section 4-08</b> Arrival/Dismissal Procedures		Insert or create your own.
<b>Section 4-09</b> Automobiles & Parking Lot		Insert or create your own.
<b>Section 4-10</b> Parent/Guardian & Non-Custodial Parents Right of Visitation		Automatic. Do not add any content.



<b>Section 4-11</b> Health, Illness, Accident Procedures	No content. Section title only.
<b>Topic 4-11-01</b> Student Emergency Card	Automatic. Do not add any content.
<b>Topic 4-11-02</b> Field Trips, Excursions and Activities	Automatic. Do not add any content.
<b>Topic 4-11-03</b> Immunization and Medical Screenings (visual, hearing, scoliosis)	Automatic. Do not add any content.
<b>Topic 4-11-04</b> School Procedures for immunizations	Insert or create your own and <b>include the following sentence:</b> [Name of School} follows the immunization requirements of the CA Department of Health detailed here: <a href="http://www.shotsforschool.org/">http://www.shotsforschool.org/</a>
<b>Topic 4-11-05</b> Health Records	Automatic. Do not add any content.
<b>Topic 4-11-06</b> Medical Appointments	Automatic. Do not add any content.
<b>Topic 4-11-07</b> Medications	Automatic. Do not add any content.
<b>Topic 4-11-08</b> Communicable Diseases	Automatic. Do not add any content.
<b>Topic 4-11-09</b> Allergies	Review contents of ADLA Administrative Handbook at <a href="http://handbook.la-archdiocese.org/chapter-8/section-8-14/topic-8-14-1">http://handbook.la-archdiocese.org/chapter-8/section-8-14/topic-8-14-1</a> to insert or create your own. –
<b>Topic 4-11-10</b> Student Sexual Conduct and Pregnancy	Automatic. Do not add any content.
<b>Topic 4-11-11</b> Research Projects and Rights of Parents	Automatic. Do not add any content.
<b>Topic 4-11-12</b> Accident Procedures	Review contents of ADLA Administrative Handbook at <a href="http://handbook.la-archdiocese.org/chapter-8/section-8-7">http://handbook.la-archdiocese.org/chapter-8/section-8-7</a> to insert or create your own.
<b>Topic 4-11-13</b> Student Accident Insurance	Automatic. Do not add any content.





<b>Section 4-12</b> Privacy and Access to Records		No content. Section title only.
	<b>Topic 4-12-1</b> Pupil Records	Automatic. Do not add any content.
	<b>Topic 4-12-2</b> Directory Information	Review contents of ADLA Administrative Handbook at <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-3/topic-13-3-2">http://handbook.la-archdiocese.org/chapter-13/section-13-3/topic-13-3-2</a> to insert or create your own. Note: student directory should <b>not</b> be published online
	<b>Topic 4-12-3</b> Parent Authorization to Use Student's Image, Name, Voice and/or Work	Automatic. Do not add any content.
	<b>Topic 4-12-4</b> Verbal/Written Confidences	Automatic. Do not add any content.
<b>Section 4-13</b> Transfer of Records		No content. Section title only.
	<b>Topic 4-13-1</b> Student Transfers, Withdrawals and Graduation	Automatic. Do not add any content
	<b>Topic 4-13-2</b> Withholding of Records	Automatic. Do not add any content
	<b>Topic 4-13-3</b> Cumulative Pupil Record	Automatic. Do not add any content



**Section 4-14**

International Students

**Insert this text:**

The Archdiocese of Los Angeles welcomes international students. Through the cultural exchange of learning, praying, playing, and growing together, the presence of these international students enriches the educational and religious experiences of everyone in the school community.

All international students who do not live with a relative must live in approved housing identified on the student's I-20 forms.

The school is not involved in the selection of host families. A letter from the student's parents/guardians that identifies and approves the host family and place of residence is required.

The parents/guardians, host family, and/or Agency, if used, shall notify the school if there is any change in the student's host family or residence. Faculty, staff, coaches, and/or their spouses may not serve as host families or guardians.

Host families are required to meet with the school for orientation and periodically thereafter. Host families must attend meetings and functions required of domestic parents/guardians. Host families that are not contractually required to attend safe environment training are nevertheless encouraged to do so.

All international students are required to be enrolled in a religion course for a grade/credit each semester (see Knowledge of the Faith). The international student will be expected to participate, as appropriate, in religious functions and events.

The school is not permitted to waive all or part of international students' tuition, or grant them any type of scholarship or financial aid. The full international student tuition must be listed on the [I-20 form](#) and the school is bound by federal regulation to collect the specified amount.

For more information about international students see:

<http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-6>



**CHAPTER 5 -- ACADEMICS**

<p><b>Section 5-01</b> Curriculum</p>	<p><b>Insert the following text, editing as appropriate for elementary or high school:</b></p> <p>The curriculum at archdiocesan Catholic schools integrates the mission of Christ to teach the Gospel message to all. The archbishop and archdiocese are committed to providing strong academic experiences for students in school communities that reflect two purposes: the teaching mission of the Church and the need to educate youth for life in a way that relies on academic skills and requires sound preparation.</p> <p>The curriculum consists of all learning experiences that are planned and organized under the principal's leadership, implementing the school's educational goals in a manner that reflects a commitment to Catholic teachings. The curriculum must be consistent with the philosophy of the school, educational policies of the archdiocese, and requirements of the applicable sections of the California Education Code. The commitment to ongoing academic excellence, personal growth, leadership, and service as components of Catholic identity extends to all aspects of the academic program.</p> <p>The curriculum in elementary schools and high schools is planned at each school to meet these overall objectives and the particular needs of the individual school community. The <a href="#">Department of Catholic Schools</a> provides support for curriculum matters. In parish elementary schools and high schools, the pastor and principal consult on these matters. The archdiocesan high school curriculum is coordinated by the principal with senior academic and administration staff. While the principal may raise curriculum issues with consultative school boards and groups, the principal reserves responsibility for curriculum matters.</p>	
	<p><b>Topic 5-01-1</b> Religion Curriculum</p>	<p>Link to ADLA Administrative Handbook at <a href="http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-13">http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-13</a> and add School practices</p>
	<p><b>Topic 5-01-2</b> Honors/Advanced Placement/International Baccalaureate</p>	<p>Insert or create your own</p>
	<p><b>Topic 5-01-3</b> Homework</p>	<p>Review contents of: <a href="http://handbook.la-archdiocese.org/chapter-11/section-11-2/topic-11-2-9">http://handbook.la-archdiocese.org/chapter-11/section-11-2/topic-11-2-9</a> to insert or create your own.</p>
	<p><b>Topic 5-01-4</b> Graduation Requirements</p>	<p><b>Elementary school:</b> Insert or create your own. <b>High school:</b> review contents of the ADLA Administrative Handbook at ADLA A<a href="http://handbook.la-archdiocese.org/chapter-11/section-11-3/topic-11-3-10">http://handbook.la-archdiocese.org/chapter-11/section-11-3/topic-11-3-10</a> to insert or create your own.</p>
<p><b>Section 5-02</b> Grading Policies</p>	<p>Automatic. Do not add any content.</p>	
	<p><b>Topic 5-02-1</b> Assessments</p>	<p>Insert or create your own.</p>
	<p><b>Topic 5-02-2</b> Grading Scale</p>	<p>Insert or create your own.</p>



	<b>Topic 5-02-3</b> Elementary Grade Reporting	Review contents of ADLA Administrative Handbook at <a href="http://handbook.la-archdiocese.org/chapter-11/section-11-2/topic-11-2-12">http://handbook.la-archdiocese.org/chapter-11/section-11-2/topic-11-2-12</a> to insert or create your own policies and procedures for reporting grades/progress to parents
	<b>Topic 5-02-4</b> High School Grade Reporting	Insert or create your own.
	<b>Topic 5-02-5</b> Make-Up Work/Absences	Insert or create your own.
	<b>Topic 5-02-6</b> Course Deficiency/Failure	Insert or create your own.
	<b>Topic 5-02-7</b> Conduct/Citizenship Grades	Insert or create your own.
<b>Section 5-03</b> Standardized Testing		Review contents of ADLA Administrative Handbook at <a href="http://handbook.la-archdiocese.org/chapter-11/section-11-2/topic-11-2-10">http://handbook.la-archdiocese.org/chapter-11/section-11-2/topic-11-2-10</a> to insert or create your own.
	<b>Topic 5-03-1</b> College Entrance Exam Requirements	Insert or create your own.
<b>Section 5-04</b> Recess and Lunch/Nutrition		Insert or create your own.
<b>Section 5-05</b> Supplies and Textbooks		Insert or create your own.
<b>Section 5-06</b> Honors and Awards [e.g., valedictorian]		Insert or create your own
<b>Section 5-07</b> Tutoring		Review contents of ADLA Administrative Handbook at <a href="http://handbook.la-archdiocese.org/chapter-12/section-12-6">http://handbook.la-archdiocese.org/chapter-12/section-12-6</a> to insert or create your own.
<b>Section 5-08</b> Academic Probation, Retention/Transfer		Insert or create your own. <b>High school:</b> review contents of ADLA Administrative Handbook at <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-5">http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-5</a> to insert or create your own.
<b>Section 5-09</b> Counseling		Review contents of ADLA Administrative Handbook at <a href="http://handbook.la-archdiocese.org/chapter-12/section-12-7">http://handbook.la-archdiocese.org/chapter-12/section-12-7</a> and insert or create your own [e.g., Outreach Concern]
	<b>Topic 5-09-1</b> Counseling Policy	Automatic. Do not add any content.
	<b>Topic 5-09-2</b> Additional Counseling Information	Insert or create your own.
<b>Section 5-10</b> Video/Film Policy		Automatic. Do not add any content
<b>Section 5-11</b> Summer School		Review contents of ADLA Administrative Handbook at <a href="http://handbook.la-archdiocese.org/chapter-11/section-11-3/topic-11-3-14">http://handbook.la-archdiocese.org/chapter-11/section-11-3/topic-11-3-14</a> and insert or create your own



**CHAPTER 6 -- CO-CURRICULAR ACTIVITIES AND ATHLETICS**

<b>Section 6-01</b> Before & After School Policies and Programs	Insert or create your own.
<b>Section 6-02</b> School Field Trips and Excursions	Insert or create your own but you must use ADLA forms and permission slips that are available in the ADLA Administrative Handbook at <a href="http://handbook.la-archdiocese.org/chapter-12/section-12-3/topic-12-3-1">http://handbook.la-archdiocese.org/chapter-12/section-12-3/topic-12-3-1</a>
<b>Section 6-03</b> Transportation	Automatic. Do not add any content
<b>Section 6-04</b> Student Government	Insert or create your own
<b>Topic 6-04-1</b> Election rules	Insert or create your own – e.g., voting, winners
<b>Topic 6-04-2</b> Authority	Insert or create your own – e.g., offices, terms
<b>Section 6-05</b> Clubs/Organizations/Honor Societies	Insert or create your own - e.g., marching bands, drill teams, color guard
<b>Section 6-06</b> Dances	Insert or create your own overview of the subject of Dances; policies on specific types of dances will be spelled out in the topics below.
<b>Topic 6-06-1</b> Formal Dances (Homecoming, Winter Formal, Prom)	Insert or create your own
<b>Topic 6-06-2</b> Graduation Celebration/Grad Night	Insert or create your own
<b>Section 6-07</b> Student Publications	No content. Section title only.
<b>Topic 6-07-1</b> Student Publications	Review contents of the ADLA Administrative Handbook at <a href="http://handbook.la-archdiocese.org/chapter-12/section-12-5/topic-12-5-1">http://handbook.la-archdiocese.org/chapter-12/section-12-5/topic-12-5-1</a> to insert or create your own
<b>Topic 6-07-2</b> Additional Student Publication Information	Insert or create your own
<b>Section 6-08</b> Parent/Guardian Release for Student or Minor (Noncommercial) [automatic fill in of all school activities to be created for online form]	This form to be completed annually <a href="http://handbook.la-archdiocese.org/Handbook%20Resources/parent_guardian_release_en.pdf#search=parent%2520release">http://handbook.la-archdiocese.org/Handbook%20Resources/parent_guardian_release_en.pdf#search=parent%2520release</a>
<b>Section 6-09</b> Class Rings (High Schools only)	Insert or create your own
<b>Section 6-10</b> Student Identification Cards	Insert or create your own, optional for elementary schools



<b>Section 6-11</b> Yearbook	Insert or create your own
<b>Section 6-12</b> Athletics	Insert or create your own
<b>Topic 6-12-1</b> School Athletic Handbook [if applicable]	Insert or create your own
<b>Topic 6-12-2</b> Sports by Season, Pep Squads, Cheer	Insert or create your own
<b>Topic 6-12-3</b> Selection Process/Requirements for Participation	Insert or create your own
<b>Topic 6-12-4</b> Athletic Medical Clearance	Insert or create your own
<b>Topic 6-12-5</b> Injuries and accidents	Insert or create your own
<b>Topic 6-12-6</b> Athletic Fees, Equipment and Uniforms	Insert or create your own
<b>Topic 6-12-7</b> Discipline Policies and Procedures in Athletics	Insert or create your own
<b>Topic 6-12-8</b> Varsity Jackets and Sweaters	Insert or create your own
<b>Topic 6-12-9</b> Sportsmanship Code for Spectators	Insert or create your own Review contents of CIF resources
<b>Topic 6-12-10</b> Coach/Trainer Certification [Play Like a Champion]	Insert or create your own
<b>Topic 6-12-11</b> CYO/CIF	Insert or create your own



**CHAPTER 7 -- TUITION AND FEES**

<b>Section 7-1</b> Tuition and General Fees	Review contents of the ADLA Administrative Handbook at <a href="http://handbook.la-archdiocese.org/chapter-6/section-6-2/topic-6-2-3">http://handbook.la-archdiocese.org/chapter-6/section-6-2/topic-6-2-3</a> to insert or create your own.
<b>Section 7-2</b> Tuition Collection	Insert or create your own.
<b>Section 7-3</b> Tuition Assistance	Review contents of the ADLA Administrative Handbook at the <a href="http://handbook.la-archdiocese.org/chapter-6/section-6-2/topic-6-2-3">http://handbook.la-archdiocese.org/chapter-6/section-6-2/topic-6-2-3</a> to insert or create your own.
<b>Section 7-4</b> Parent Service and Fundraising Requirements	Insert or create your own.
<b>Section 7-5</b> Costs/Fees (when applicable for field trips, supplies, sports, senior fees, etc.)	Insert or create your own.



**CHAPTER 8 -- DISCIPLINE**

<p><b>Section 8-1</b> Philosophy</p>	<p><b>Insert this text:</b> Discipline in the Catholic school is considered an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate that is conducive to learning and promotes character development and the common good.</p> <p>Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards class and school objectives. However, the legitimate interest of the school extends beyond the school day and school hours.</p>
	<p><b>Topic 8-1-01</b> Discipline and Procedures</p>
	<p>Review contents of the ADLA Administrative Handbook at <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-9">http://handbook.la-archdiocese.org/chapter-13/section-13-9</a> to insert or create your own.</p>
	<p><b>Topic 8-1-02</b> Disapproved Disciplinary Measures</p>
	<p>Automatic. Do not add any content</p>
	<p><b>Topic 8-1-03</b> Detention</p>
	<p>Automatic. Do not add any content</p>
	<p><b>Topic 8-1-04</b> Behavior Agreement/Probation</p>
	<p>Automatic. Do not add any content</p>
	<p><b>Topic 8-1-05</b> Suspension/Disciplinary Measures for Grave Offenses</p>
	<p>Automatic. Do not add any content</p>
	<p><b>Topic 8-1-06</b> Expulsion</p>
	<p>Automatic. Do not add any content</p>
	<p><b>Topic 8-1-07</b> Academic Dishonesty Policy</p>
	<p>Insert or create your own</p>
	<p><b>Topic 8-1-08</b> Harassment, Bullying, and Hazing Policy</p>
	<p>Automatic. Do not add any content</p>
	<p><b>Topic 8-1-09</b> Student Threats</p>
	<p>Automatic. Do not add any content</p>
	<p><b>Topic 8-1-10</b> Substance Abuse and Possession of Alcohol or Controlled Substances</p>
	<p>Automatic. Do not add any content</p>
	<p><b>Topic 8-1-11</b> School Searches</p>
	<p>Automatic. Do not add any content</p>





**CHAPTER 9 -- LAW ENFORCEMENT**

<b>Section 9-1</b> Interview and Removal from School of Students by Police Officers	Automatic. Do not add any content.
<b>Section 9-2</b> Interview of a Student during School Hours by a Police Officer	Automatic. Do not add any content
<b>Section 9-3</b> Informing the Parent or Guardian When a Student Has Been Removed from School by a Police Officer	Automatic. Do not add any content



**CHAPTER 10 -- ELECTRONIC USAGE POLICIES**

<b>Section 10-1</b> Electronic Devices	TITLE ONLY
	<b>Topic 10-1-1</b> Acceptable Use and Responsibility Policy for Electronic Communications ["Archdiocesan AUP"]
	<b>Topic 10-1-2</b> Internet Safety Policy (CIPA Compliance)
	<b>Topic 10-1-3</b> Prohibited Practices
	<b>Topic 10-1-4</b> Consequences of Violations
	<b>Topic 10-1-5</b> General Security and Email Policies
	<b>Topic 10-1-6</b> Bring Your Own Device Policy
	<b>Topic 10-1-7</b> BYOD Policies for Staff and Volunteers

**ACCEPTANCE OF PARENT-STUDENT HANDBOOK FORM**

**USE THIS FORM:** [http://handbook.la-archdiocese.org/Handbook%20Resources/parent student policies agreement form.pdf#search=acceptance%2520of%2520handbook](http://handbook.la-archdiocese.org/Handbook%20Resources/parent%20student%20policies%20agreement%20form.pdf#search=acceptance%2520of%2520handbook)

