

CONTENT OUTLINE FOR YOUR PARENT/STUDENT HANDBOOK

The outline provided below is the working index for the Parent-Student Handbook that has been developed for archdiocesan schools. The web application is available for schools to create their own Parent-Student Handbooks.

The index 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 Administrative Handbook. This text populates your Handbook automatically and cannot be edited.
- If the index says “refer to [hyperlink](#)” then the linked text in the Administrative Handbook should be used as a guide to develop the school’s own policy or procedure.
- If the index says “use your own” the school can develop its own policy or procedure. Do not refer to 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 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. A printed or pdf version of this handbook 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 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

Message from principal to parents about the contents of the Handbook [Insert your own]

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

CHAPTER 2 -- GENERAL INFORMATION

Section 2-01 Mission Statement and Philosophy [charism, if applicable]	Insert your own
Section 2-02 Integral Student Outcomes (ISO) [High school] /Schoolwide Learning Expectations	Insert your own
Section 2-03 History of the School	Insert your own
Section 2-04 Accreditation	[Insert School Name] is accredited by the Western Catholic Education Association and the Western Association of Schools and Colleges.
Section 2-05 Code of Christian Conduct	Automatic. Do not add any content.
Section 2-06 School Personnel Lists	Optional – could link to school website
Section 2-07 School Schedule and Calendar	Could link to school website
Section 2-08 School map, mascot, etc.	Insert your own or link to school website
Section 2-09 School website, social media	<p>Insert this text:</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>Add your own if needed– refer to FAQ in Chapter 10</p>
Section 2-10 Zero Tolerance Policy for Sexual Misconduct	Automatic. Do not add any content.



Section 2-11 Safe Environment Training for Children and Youth	Automatic. Do not add any content.
Section 2-12 Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events	Automatic. Do not add any content.
Section 2-13 Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth	Automatic. Do not add any content.
Section 2-14 Dress/Uniform Code	Insert your own
Section 2-15 Relationship of School to Parish	Insert your own
Section 2-16 School Governance	e.g., Pastor, President/Principal, Principal only Refer to http://handbook.la-archdiocese.org/chapter-3 to Insert your own
Topic 2-16-1 Administrative Structure of Elementary Schools	Automatic. Do not add any content.
Topic 2-16-2 Administrative Structure of High Schools	Automatic. Do not add any content.
Topic 2-16-3 Additional School Governance Information	
Topic 2-16-5 Parent or Parent-Teacher Organizations	http://handbook.la-archdiocese.org/chapter-3/section-3-2/topic-3-2-4 Add details about your own
Section 2-17 Parent/Student Complaint Review Process	Automatic. Do not add any content.



CHAPTER 3 -- CATHOLIC IDENTITY	
Section 3-1 Introduction	http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-1 http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-2 and add local practices
Topic 3-1-1 Catholic School Communities	Automatic. Do not add any content.
Topic 3-1-2 Faith Formation	Refer to 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-4-3-5 to create and insert your own
Topic 3-1-3 Additional Practices (Mass, Prayer, Other Liturgies)	Refer to http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-7 to create and insert your own
Section 3-2 Sacraments (First Reconciliation, First Communion, Confirmation)	Add local practices
Section 3-3 Religion Curriculum	Automatic. Do not add any content.
Section 3-4 Campus Ministry	Refer to http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-7 To create and Insert your own
Section 3-5 Christian Service Program	Refer to http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-14 to create and Insert your own
Section 3-6 Retreats	Refer to http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-8 to create and insert your own



CHAPTER 4 -- ADMISSION AND ATTENDANCE		
Section 4-01 School Student Non-Discrimination Policy		Automatic. Do not add any content.
Section 4-02 Inclusion Process/STEP		Insert this text: 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: http://handbook.la-archdiocese.org/chapter-14
Section 4-03 Admissions Policy		Refer to the ADLA Administrative Handbook and insert your own.
	Topic 4-03-1 Elementary School Admission Guidelines	Refer to the ADLA Administrative Handbook and insert your own. http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-1 [elementary school]
	Topic 4-03-2 High School Admission Guidelines	Refer to the ADLA Administrative Handbook and Insert your own. http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-2 [high school] http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-3 [high school]
	Topic 4-03-3 High School Admission Procedures	Refer to the ADLA Administrative Handbook and Insert your own. http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-2 [high school] http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-3 [high school]
	Topic 4-03-4 Inoculation requirements	Include the following sentence: [Name of School] follows the inoculation requirements of the CA Department of Health detailed here: http://www.shotsforschool.org/
	Topic 4-03-5 Married Students	Automatic. Do not add any content
	Topic 4-03-6 Emancipated, Married and Eighteen Year Old Students	Automatic. Do not add any content.
	Topic 4-03-7 Students Not Living with Parents	Automatic. Do not add any content.
Section 4-04 Absence, Tardiness, & Truancy		Insert school policies that are consistent with ADLA http://handbook.la-archdiocese.org/chapter-13/section-13-2
	Topic 4-04-1 Absence	Insert school policies that are consistent with ADLA http://handbook.la-archdiocese.org/chapter-13/section-13-2



	Topic 4-04-2 Absences with Acceptable Excuse	insert school policies that are consistent with ADLA http://handbook.la-archdiocese.org/chapter-13/section-13-2
	Topic 4-04-3 Extended Absences	insert school policies that are consistent with ADLA http://handbook.la-archdiocese.org/chapter-13/section-13-2
	Topic 4-04-4 Leaving School Early	insert school policies that are consistent with ADLA http://handbook.la-archdiocese.org/chapter-13/section-13-2
	Topic 4-04-5 Tardiness	insert school policies that are consistent with ADLA http://handbook.la-archdiocese.org/chapter-13/section-13-2
	Topic 4-04-6 Truancy	insert school policies that are consistent with ADLA http://handbook.la-archdiocese.org/chapter-13/section-13-2
	Topic 4-04-7 Work Permits	http://handbook.la-archdiocese.org/chapter-5/section-5-4/topic-5-4-2
Section 4-05 Communications Procedures		Insert your own
	Topic 4-05-1 Parent Teacher Conferences	Insert your own
	Topic 4-05-2 Parent Messages and Phone Calls	Insert your own
	Topic 4-05-3 Parent to School Communication	Refer to http://handbook.la-archdiocese.org/chapter-13/section-13-8/topic-13-8-1 to insert your own
Section 4-06 Closed Campus		Refer to http://handbook.la-archdiocese.org/chapter-13/section-13-5/topic-13-5-1 to insert your own
Section 4-07 Safety and Security Procedures		Refer to: http://handbook.la-archdiocese.org/chapter-8 and insert policies consistent with ADLA – do NOT post plan on website
Section 4-08 Arrival/Dismissal Procedures		Insert school policy and practice
Section 4-09 Automobiles & Parking Lot		Insert school policy and practice
Section 4-10 Parent/Guardian & Non-Custodial Parents Right of Visitation		Automatic. Do not add any content
Topic 4-11 Health, Illness, Accident Procedures		TITLE ONLY
	Topic 4-11-01 Student Emergency Card	Automatic. Do not add any content.



	Topic 4-11-02 Field Trips, Excursions and Activities	Automatic. Do not add any content.
	Topic 4-11-03 Immunization and Medical Screenings (visual, hearing, scoliosis)	Automatic. Do not add any content.
	Topic 4-11-04 School Procedures for immunizations	TITLE ONLY
	Topic 4-11-05 Health Records	Automatic. Do not add any content.
	Topic 4-11-06 Medical Appointments	Automatic. Do not add any content.
	Topic 4-11-07 Medications	Automatic. Do not add any content.
	Topic 4-11-08 Communicable Diseases	Automatic. Do not add any content.
	Topic 4-11-09 Allergies	Insert your own – refer to Administrative Handbook http://handbook.la-archdiocese.org/chapter-8/section-8-14/topic-8-14-1
	Topic 4-11-10 Student Sexual Conduct and Pregnancy	Automatic. Do not add any content.
	Topic 4-11-11 Research Projects and Rights of Parents	Automatic. Do not add any content.
	Topic 4-11-12 Accident Procedures	Refer to http://handbook.la-archdiocese.org/chapter-8/section-8-7 and insert your own
	Topic 4-11-13 Student Accident Insurance	Automatic. Do not add any content.
Section 4-12 Privacy and Access to Records		TITLE ONLY
	Topic 4-12-1 Pupil Records	Automatic. Do not add any content.
	Topic 4-12-2 Directory Information	http://handbook.la-archdiocese.org/chapter-13/section-13-3/topic-13-3-2 Note: student directory should not be published online
	Topic 4-12-3 Parent Authorization to Use Student's Image, Name, Voice and/or Work	Automatic. Do not add any content.



	Topic 4-12-4 Verbal/Written Confidences	Automatic. Do not add any content.
Section 4-13 Transfer of Records		TITLE ONLY
	Topic 4-13-1 Student Transfers, Withdrawals and Graduation	Automatic. Do not add any content
	Topic 4-12-2 Withholding of Records	Automatic. Do not add any content
	Topic 4-13-3 Cumulative Pupil Record	Automatic. Do not add any content
Section 4-14 International Students		<p>Insert this text:</p> <p>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.</p> <p>All international students who do not live with a relative must live in approved housing identified on the student's I-20 forms.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>For more information about international students see: http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-6</p>



CHAPTER 5 -- ACADEMICS

Section 5-01 Curriculum	TITLE ONLY
Topic 5-01-1 Religion Curriculum	link to http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-13 and add local practices
Topic 5-01-2 Honors/Advanced Placement/International Baccalaureate	Insert your own
Topic 5-01-3 Homework	Refer to: http://handbook.la-archdiocese.org/chapter-11/section-11-2/topic-11-2-9 and Insert your own
Topic 5-01-4 Graduation Requirements	Elementary school: Insert your own High school: refer to http://handbook.la-archdiocese.org/chapter-11/section-11-3/topic-11-3-10 and insert your own
Section 5-02 Grading Policies	http://handbook.la-archdiocese.org/chapter-11/section-11-2/topic-11-2-11
Topic 5-02-1 Assessments	Insert your own
Topic 5-02-2 Grading Scale	Insert your own
Topic 5-02-3 Elementary Grade Reporting	Refer to http://handbook.la-archdiocese.org/chapter-11/section-11-2/topic-11-2-12 and insert your own policies and procedures for reporting grades/progress to parents
Topic 5-02-4 High School Grade Reporting	Insert your own
Topic 5-02-5 Make-Up Work/Absences	Insert your own
Topic 5-02-6 Course Deficiency/Failure	Insert your own policies and procedures for students who are failing a particular course
Topic 5-02-7 Conduct/Citizenship Grades	Insert your own
Section 5-03 Standardized Testing	Refer to Topic 11.2.10.1 at http://handbook.la-archdiocese.org/chapter-11/section-11-2/topic-11-2-10 and create your own policies and procedures for standardized testing
Topic 5-03-1 College Entrance Exam Requirements	Insert your own
Section 5-04 Recess and Lunch/Nutrition	Insert your own
Section 5-05 Supplies and Textbooks	Insert your own



Section 5-06 Honors and Awards [e.g., valedictorian]	Insert your own
Section 5-07 Tutoring	http://handbook.la-archdiocese.org/chapter-12/section-12-6
Section 5-08 Academic Probation, Retention/Transfer	Insert your own. High school refer to http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-5
Section 5-09 Counseling	http://handbook.la-archdiocese.org/chapter-12/section-12-7 and Insert your own [e.g., Outreach Concern]
Topic 5-09-1 Counseling Policy	Automatic. Do not add any content.
Topic 5-09-2 Additional Counseling Information	Insert your own.
Section 5-10 Video/Film Policy	Automatic. Do not add any content
Section 5-11 Summer School	Refer to http://handbook.la-archdiocese.org/chapter-11/section-11-3/topic-11-3-14 and insert your own



CHAPTER 6 -- CO-CURRICULAR ACTIVITIES AND ATHLETICS

Section 6-01 Before & After School Policies and Programs	Insert your own.
Section 6-02 School Field Trips and Excursions	Insert your own but use ADLA forms and permission slips http://handbook.la-archdiocese.org/chapter-12/section-12-3/topic-12-3-1
Section 6-03 Transportation	Automatic. Do not add any content
Section 6-04 Student Government	Insert your own
Topic 6-04-1 Election rules	Insert your own – e.g., Voting, winners
Topic 6-04-2 Authority	Insert your own – e.g., offices, terms
Section 6-05 Clubs/Organizations/Honor Societies	Insert your own - e.g., marching bands, drill teams, color guard
Section 6-06 Dances	
Topic 6-06-1 Formal Dances (Homecoming, Winter Formal, Prom)	Insert your own
Topic 6-06-2 Graduation Celebration/Grad Night	Insert your own
Section 6-07 Student Publications	
Topic 6-07-1 Student Publications	Refer to http://handbook.la-archdiocese.org/chapter-12/section-12-5/topic-12-5-1 and add your own
Topic 6-07-2 Additional Student Publication Information	Insert your own
Section 6-08 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 http://handbook.la-archdiocese.org/Handbook%20Resources/parent_guardian_release_en.pdf#search=parent%2520release
Section 6-09 Class Rings (High Schools only)	Insert your own
Section 6-10 Student Identification Cards	Insert your own, optional for elementary schools



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



CHAPTER 7 -- TUITION AND FEES

Section 7-1 Tuition and General Fees	Refer to http://handbook.la-archdiocese.org/chapter-6/section-6-2/topic-6-2-3 and Insert your own
Section 7-2 Tuition Collection	Insert your own
Section 7-3 Tuition Assistance	Insert your own and refer to http://handbook.la-archdiocese.org/chapter-6/section-6-2/topic-6-2-3
Section 7-4 Parent Service and Fundraising Requirements	Each family is required to provide ____ hours of service per year.
Section 7-5 Costs/Fees (when applicable for field trips, supplies, sports, senior fees, etc.)	Insert your own



CHAPTER 8 -- DISCIPLINE

<p>Section 8-1 Philosophy</p>	<p>Insert this text:</p> <p>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>Topic 8-1-01 Discipline and Procedures</p>
	<p>Topic 8-1-02 Disapproved Disciplinary Measures</p>
	<p>Topic 8-1-03 Detention</p>
	<p>Topic 8-1-04 Behavior Agreement/Probation</p>
	<p>Topic 8-1-05 Suspension/Disciplinary Measures for Grave Offenses</p>
	<p>Topic 8-1-06 Expulsion</p>
	<p>Topic 8-1-07 Academic Dishonesty Policy</p>
	<p>Topic 8-1-08 Harassment, Bullying, and Hazing Policy</p>
	<p>Topic 8-1-09 Student Threats</p>
	<p>Topic 8-1-10 Substance Abuse and Possession of Alcohol or Controlled Substances</p>
	<p>Topic 8-1-11 School Searches</p>



CHAPTER 9 -- LAW ENFORCEMENT

Section 9-1 Interview and Removal from School or Students by Police Officers	http://handbook.la-archdiocese.org/chapter-13/section-13-7 refer to http://handbook.la-archdiocese.org/chapter-9/section-9-8/topic-9-8-3
Section 9-2 Interview of a Student during School Hours by a Police Officer	Automatic. Do not add any content
Section 9-3 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		
Section 10-1 Electronic Devices		TITLE ONLY
	Topic 10-1-1 Acceptable Use and Responsibility Policy for Electronic Communications ["Archdiocesan AUP"]	Automatic. Do not add any content
	Topic 10-1-2 Internet Safety Policy (CIPA Compliance)	Automatic. Do not add any content
	Topic 10-1-3 Prohibited Practices	Automatic. Do not add any content
	Topic 10-1-4 Consequences of Violations	Automatic. Do not add any content
	Topic 10-1-5 General Security and Email Policies	Automatic. Do not add any content
	Topic 10-1-6 Bring Your Own Device Policy	Insert your own, refer to: http://handbook.la-archdiocese.org/chapter-10/section-10-3/topic-10-3-1
	Topic 10-1-7 BYOD Policies for Staff and Volunteers	Insert your own, refer to: http://handbook.la-archdiocese.org/chapter-10/section-10-3/topic-10-3-1
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		

