

## NOTICE TO USERS OF THE PARENT-STUDENT HANDBOOK RESOURCE

The outline provided below is the working index for the Parent-Student Handbook online “app” that is being developed for archdiocesan schools. The app should be ready for schools to use to create their own Parent-Student Handbooks for the 2017-18 academic year.

In the meantime, schools can refer to the working index to determine which policies and procedures must be included in their handbooks.

- If the section gives only a hyperlink, the text in the handbook must reproduce **verbatim** that section in the Archdiocesan Administrative Handbook which is provided in the link.
- If the section 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 section says “create your own” the school can develop its own policy or procedure.

Because the app is still a work-in-progress, 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

*This Parent Student Handbook is for use by [school] parents, faculty, and staff exclusively for school related functions. It is not to be used for commercial or other purposes.*

*The principal and administration reserve the right to amend the Parent Student Handbook at any time. Parents/guardians and students will be notified of any amendments and will be asked to sign an acknowledgment of receipt.*

## TABLE OF CONTENTS

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| <p><b>A. Introduction to the Parent-Student Handbook</b></p> <p>Message from principal to parents about the contents of the Handbook [create your own]</p> <p>Sections of this Parent-Student Handbook are particular to the School [insert name]. Other sections are policies and procedures of the Archdiocese of Los Angeles, most of which can be found at <a href="http://handbook.la-archdiocese.org/">http://handbook.la-archdiocese.org/</a></p> |   |
| <p><b>B. GENERAL INFORMATION</b></p>   |   |
| 1. Mission Statement and Philosophy [charism, if applicable]   | Create your own   |
| 2. Integral Student Outcomes (ISO) [High school] /Schoolwide Learning Expectations   | Create your own   |
| 3. History of the School   | Create your own   |
| 4. Accreditation   | (standard)  |
| 5. Code of Christian Conduct   | <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>   |
| 6. School Personnel Lists  | Optional – could link to school website   |
| 7. School Schedule and Calendar  | Could link to school website  |
| 8. School map, mascot, etc.  | Create your own   |
| 9. School website, social media  | Create your own – refer to FAQ in Chapter 10  |
|  | Internet presence (e.g. Websites, social media) must be owned and controlled by the location. An individual may not personally launch anything that can be regarded as owned, sponsored, endorsed, or |

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|  | supported by the parish, school, or any related or affiliated ministry. An individual may not host any parish website on his or her own domain or with a web hosting service that does not have a contract with the location itself.  |
| 10. Zero Tolerance Policy  | <a href="http://handbook.la-archdiocese.org/chapter-9/section-9-10">http://handbook.la-archdiocese.org/chapter-9/section-9-10</a>   |
| 11. Safe Environment Training for Children and Youth   | <a href="http://handbook.la-archdiocese.org/chapter-9/section-9-4/topic-9-4-4">http://handbook.la-archdiocese.org/chapter-9/section-9-4/topic-9-4-4</a> and refer to <a href="http://handbook.la-archdiocese.org/chapter-9/section-9-12">http://handbook.la-archdiocese.org/chapter-9/section-9-12</a>  |
| 12. Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events            | <a href="http://www.la-archdiocese.org/org/protecting/safeguard/Pages/policies.aspx">http://www.la-archdiocese.org/org/protecting/safeguard/Pages/policies.aspx</a>   |
| 13. Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth | <a href="http://handbook.la-archdiocese.org/chapter-9/section-9-6/topic-9-6-2">http://handbook.la-archdiocese.org/chapter-9/section-9-6/topic-9-6-2</a>   |
| 14. Dress/Uniform Code   | Create your own   |
| 15. Relationship of School to Parish   | if applicable -- standard   |
| 16. School Governance  | e.g., Pastor, President/Principal<br>refer to AH <a href="http://handbook.la-archdiocese.org/chapter-3/section-3-2">http://handbook.la-archdiocese.org/chapter-3/section-3-2</a> (elementary schools)<br><a href="http://handbook.la-archdiocese.org/chapter-3/section-3-3">http://handbook.la-archdiocese.org/chapter-3/section-3-3</a> (high schools)<br>and add your own |
| a. School Boards   | Refer to <a href="http://handbook.la-archdiocese.org/chapter-3">http://handbook.la-archdiocese.org/chapter-3</a><br>to create your own – review by DCS required   |
| b. Parent or Parent-Teacher Organizations  | <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><br>and add your own   |
| 17. Parent/Student Complaint Review Process  | <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-11/topic-13-11-10">http://handbook.la-archdiocese.org/chapter-13/section-13-11/topic-13-11-10</a>   |

| <b>C. CATHOLIC IDENTITY</b>  |   |
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| 18. Faith Formation (Mass, Prayer, Other Liturgies)                  | Standard text to be provided for all schools<br>link to Ch. 4 <a href="http://handbook.la-archdiocese.org/chapter-4">http://handbook.la-archdiocese.org/chapter-4</a><br>and add local practices  |
| 19. Sacraments (First Reconciliation, First Communion, Confirmation) | link to Ch. 4 <a href="http://handbook.la-archdiocese.org/chapter-4">http://handbook.la-archdiocese.org/chapter-4</a><br>and add local practices  |
| 20. Religion Curriculum  | Link to <a href="#">4.3.13.3 Western Catholic Educational Association Catholic Identity Standards</a><br>If not possible, then copy entire text of subsection here.   |
| 21. Campus Ministry  | refer to AH and Create your own [high school]   |
| 22. Christian Service Program  | refer to AH and Create your own [middle school and high school]   |
| 23. Retreats   | refer to AH and Create your own   |
| <b>D. ADMISSION AND ATTENDANCE</b>                                   |   |
| 24. School Student Non-Discrimination Policy                         | <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-5">http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-5</a><br><a href="http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-4">http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-4</a>  |
| 25. Inclusion Process/STEP   | <a href="http://handbook.la-archdiocese.org/chapter-14">http://handbook.la-archdiocese.org/chapter-14</a><br>insert school policies that are consistent with ADLA   |
| 26. Admissions Policy  | refer to AH<br><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]<br><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]<br><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]<br>and Create your own |
| a. Emancipated, Married and Eighteen Year Old Students               | Students who are legally emancipated (other than students who have been in a foster home or guardian arrangement) and are not living in the home of parents/guardians may be precluded from continuing to attend an archdiocesan or parish high school  |

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| 27. Absence, Tardiness, & Truancy  | insert school policies that are consistent with ADLA<br><a href="http://handbook.la-archdiocese.org/chapter-13/section-13-2">http://handbook.la-archdiocese.org/chapter-13/section-13-2</a> |
| a. Absence                         | insert school policies that are consistent with ADLA<br><a href="http://handbook.la-archdiocese.org/chapter-13/section-13-2">http://handbook.la-archdiocese.org/chapter-13/section-13-2</a> |
| b. Absences with Acceptable Excuse | insert school policies that are consistent with ADLA<br><a href="http://handbook.la-archdiocese.org/chapter-13/section-13-2">http://handbook.la-archdiocese.org/chapter-13/section-13-2</a> |
| c. Extended Absences               | insert school policies that are consistent with ADLA<br><a href="http://handbook.la-archdiocese.org/chapter-13/section-13-2">http://handbook.la-archdiocese.org/chapter-13/section-13-2</a> |
| d. Leaving School Early            | insert school policies that are consistent with ADLA<br><a href="http://handbook.la-archdiocese.org/chapter-13/section-13-2">http://handbook.la-archdiocese.org/chapter-13/section-13-2</a> |
| e. Tardiness                       | insert school policies that are consistent with ADLA<br><a href="http://handbook.la-archdiocese.org/chapter-13/section-13-2">http://handbook.la-archdiocese.org/chapter-13/section-13-2</a> |
| f. Truancy                         | insert school policies that are consistent with ADLA<br><a href="http://handbook.la-archdiocese.org/chapter-13/section-13-2">http://handbook.la-archdiocese.org/chapter-13/section-13-2</a> |
| g. Work Permits                    | <a href="http://handbook.la-archdiocese.org/chapter-5/section-5-4/topic-5-4-2">http://handbook.la-archdiocese.org/chapter-5/section-5-4/topic-5-4-2</a>                                     |
| 28. Communications Procedures      |   |
| a. Parent Teacher Conferences      | Create your own   |
| b. Parent Messages and Phone Calls | Create your own   |
| c. Parent to School Communication  | Refer to <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 create your own   |
| 29. Closed Campus                  | <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><br>add your own               |
| 30. Safety and Security Procedures | <a href="http://handbook.la-archdiocese.org/chapter-8">http://handbook.la-archdiocese.org/chapter-8</a><br>insert policies consistent with ADLA – do NOT post plan on website               |
| 31. Arrival/Dismissal Procedures   | insert school policy and practice   |

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| 32. Automobiles & Parking Lot                      | insert school policy and practice  |
| 33. Parent or Guardian Right of Visitation         | <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-11/topic-13-11-4">http://handbook.la-archdiocese.org/chapter-13/section-13-11/topic-13-11-4</a><br>add your own  |
| 34. Non-Custodial Parents                          | <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-11/topic-13-11-4">http://handbook.la-archdiocese.org/chapter-13/section-13-11/topic-13-11-4</a><br>(committee rewrite)   |
| 35. Health, Illness, Accident Procedures           |  |
| a. Emergency Card                                  | <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><br><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. Medical Screenings (visual, hearing, scoliosis) | <a href="http://handbook.la-archdiocese.org/chapter-8/section-8-16">http://handbook.la-archdiocese.org/chapter-8/section-8-16</a>  |
| c. Immunization                                    | <a href="http://handbook.la-archdiocese.org/chapter-8/section-8-16">http://handbook.la-archdiocese.org/chapter-8/section-8-16</a>  |
| d. Health Records                                  | <a href="http://handbook.la-archdiocese.org/chapter-8/section-8-17">http://handbook.la-archdiocese.org/chapter-8/section-8-17</a>  |
| e. Medical Appointments                            | <a href="http://handbook.la-archdiocese.org/chapter-8/section-8-17/topic-8-17-1">http://handbook.la-archdiocese.org/chapter-8/section-8-17/topic-8-17-1</a>  |
| f. Medications                                     | <a href="http://handbook.la-archdiocese.org/chapter-8/section-8-17/topic-8-17-2">http://handbook.la-archdiocese.org/chapter-8/section-8-17/topic-8-17-2</a>  |
| g. Communicable Diseases                           | <a href="http://handbook.la-archdiocese.org/chapter-8/section-8-12">http://handbook.la-archdiocese.org/chapter-8/section-8-12</a>  |
| h. Allergies                                       | Create your own – refer to Administrative Handbook   |
| i. Student Sexual Conduct and Pregnancy            | <a href="http://handbook.la-archdiocese.org/chapter-4/section-4-1/topic-4-1-14">http://handbook.la-archdiocese.org/chapter-4/section-4-1/topic-4-1-14</a>  |
| j. Research Projects and Rights of Parents         | <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-6/topic-13-6-6">http://handbook.la-archdiocese.org/chapter-13/section-13-6/topic-13-6-6</a>  |
| k. Accident Procedures                             | Refer to <a href="http://handbook.la-archdiocese.org/chapter-8/section-8-7">http://handbook.la-archdiocese.org/chapter-8/section-8-7</a><br>and create your own  |
| l. Student Accident Insurance                      | <a href="http://handbook.la-archdiocese.org/chapter-6/section-6-6/topic-6-6-2">http://handbook.la-archdiocese.org/chapter-6/section-6-6/topic-6-6-2</a>  |

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| 36. Privacy and Access to Records  |   |
| a. Pupil Records   | <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-3/topic-13-3-1">http://handbook.la-archdiocese.org/chapter-13/section-13-3/topic-13-3-1</a>   |
| b. Directory Information   | <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><br>Note: student directory should not be published online |
| c. Parent Authorization to Use Student's Image, Name, Voice and/or Work                | <a href="http://handbook.la-archdiocese.org/chapter-12/section-12-5">http://handbook.la-archdiocese.org/chapter-12/section-12-5</a>   |
| d. Verbal/Written Confidences  | <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-3/topic-13-3-3">http://handbook.la-archdiocese.org/chapter-13/section-13-3/topic-13-3-3</a>   |
| e. Personally Identifying information disclosure to high schools/colleges for tracking | National Student Clearing House consortium information FERPA-type disclosure to be created by DCS & Legal   |
| 37. Transfer of Records  |   |
| a. Student Transfers, Withdrawals and Graduation                                       | <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-4/topic-13-4-1">http://handbook.la-archdiocese.org/chapter-13/section-13-4/topic-13-4-1</a>   |
| b. Withholding of Records  | <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-4/topic-13-4-2">http://handbook.la-archdiocese.org/chapter-13/section-13-4/topic-13-4-2</a>   |
| c. Cumulative Pupil Record   | <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-3/topic-13-3-5">http://handbook.la-archdiocese.org/chapter-13/section-13-3/topic-13-3-5</a>   |



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| <p>38. International Students</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 with host families who are identified on the student's I-20 forms. Student apartments, dormitory-style living, and unsupervised living are not permitted, even if the students are 18 years old or older.</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 ISEVPO, if used, shall notify the school if there is any change in the student's host family or residence.</p> <p>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>For more information about international students see: <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-6">http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-6</a></p> |
| <p><b>E. ACADEMICS</b></p>        |   |
| <p>39. Curriculum</p>             | <p>Create your own</p>  |
| <p>a. Religion Curriculum</p>     | <p>link to <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></p>  |

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|  | and add local practices  |
| b. Honors/Advanced Placement/International Baccalaureate | Create your own  |
| c. Homework  | Create your own  |
| d. Graduation Requirements                               | Elementary school: create your own<br>High school: refer to <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> and create your own  |
| 40. Grading Policies                                     |  |
| a. Grading Scale   | Create your own  |
| b. Grade Reporting                                       | Create your own  |
| c. Make-Up Work/Absences                                 | Create your own  |
| d. Course Deficiency/Failure                             | Create your own  |
| e. Conduct/Citizenship Grades                            | Create your own  |
| 41. Standardized Testing and Assessments                 |  |
| a. College Entrance Requirements                         | Create your own  |
| 42. Recess and Lunch/Nutrition                           | Create your own  |
| 43. Supplies and Textbooks                               | Create your own  |
| 44. Honors and Awards [e.g., valedictorian]              | Create your own  |
| 45. Tutoring   | <a href="http://handbook.la-archdiocese.org/chapter-12/section-12-6">http://handbook.la-archdiocese.org/chapter-12/section-12-6</a><br><a href="http://handbook.la-archdiocese.org/chapter-11/section-11-3/topic-11-3-12">http://handbook.la-archdiocese.org/chapter-11/section-11-3/topic-11-3-12</a> |

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| 46. Academic Probation, Retention/Transfer         | Create your own. High school refer to <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>                      |
| 47. Counseling                                     | <a href="http://handbook.la-archdiocese.org/chapter-12/section-12-7">http://handbook.la-archdiocese.org/chapter-12/section-12-7</a><br>and create your own [e.g., Outreach Concern]                                      |
| 48. Video/Film Policy                              | <a href="http://handbook.la-archdiocese.org/chapter-10/section-10-4/topic-10-4-2">http://handbook.la-archdiocese.org/chapter-10/section-10-4/topic-10-4-2</a>  |
| 49. Summer School                                  | Create your own and refer to <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>                             |
| <b>F. CO-CURRICULAR ACTIVITIES AND ATHLETICS</b>   |  |
| 50. Before & After School Policies and Programs    | Create your own  |
| 51. Field Trip and Excursion Policy                | Create your own but use ADLA forms and permission slips<br><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> |
| a. Non-school sponsored trips                      | Create your own  |
| 52. Transportation                                 | <a href="http://handbook.la-archdiocese.org/chapter-12/section-12-3/topic-12-3-2">http://handbook.la-archdiocese.org/chapter-12/section-12-3/topic-12-3-2</a>  |
| 53. Student Government                             | Create your own  |
| b. Election rules                                  | Create your own – e.g., Voting, winners  |
| c. Authority                                       | Create your own – e.g., offices, terms   |
| 54. Clubs/Organizations/Honor Societies            | Create your own<br>e.g., marching bands, drill teams, color guard  |
| 55. Dances   |  |
| a. Formal Dances (Homecoming, Winter Formal, Prom) | Create your own  |
| b. Graduation Celebration/Grad Night               | Create your own  |

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| 56. Student Publications   | Create your own<br><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>  |
| 57. Parent/Guardian Release for Student or Minor (Noncommercial)<br>[automatic fill in of all school activities to be created for online form] | <a href="http://handbook.la-archdiocese.org/Handbook%20Resources/parent_guardian_release_en.pdf#search=parent%2520authorization">http://handbook.la-archdiocese.org/Handbook%20Resources/parent_guardian_release_en.pdf#search=parent%2520authorization</a> |
| 58. School Rings [high school optional]  | Create your own   |
| 59. Student Identification Cards   | Create your own   |
| 60. Yearbook   | Create your own   |
| 61. Athletics  | Create your own   |
| a. School Athletic Handbook [if applicable]  | Create your own   |
| b. Sports by Season<br>Pep Squads  | Create your own   |
| c. Selection Process/Requirements for Participation  | Create your own   |
| d. Athletic Medical Clearance  | Create your own   |
| e. Injuries and accidents  | Create your own   |
| f. Athletic Fees, Equipment and Uniforms   | Create your own   |
| g. Discipline Policies and Procedures in Athletics   | Create your own   |

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| h. Varsity Jackets and Sweaters                       | Create your own                           |
| i. Sportsmanship Code for Spectators                  | Create your own<br>Refer to CIF resources |
| j. Coach/Trainer Certification [Play Like a Champion] | Create your own                           |
| k. CYO/CIF  | Create your own                           |
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**F .TUITION AND FEES**

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| 62. Tuition and General Fees  | Refer to AH and create your own  |
| 63. Tuition Collection  | Create your own  |
| 64. Tuition Assistance  | Create your own and refer to <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> |
| 65. Parent Service and Fundraising Requirements                                       | Create your own (with great caution)(beware the tax man)   |
| 66. Costs/Fees (when applicable for field trips, supplies, sports, senior fees, etc.) | Create your own  |

**G. DISCIPLINE**

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| 67. Philosophy   | <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. Each school must publish its discipline policy in its parent/student handbook.</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> |
| a. Discipline and Procedures                           | Create your own by referring to AH  |
| b. Disapproved Disciplinary Measures                   | <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-2">http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-2</a>   |
| c. Detention   | <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-3">http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-3</a><br>check re Saturday detention  |
| d. Behavior Agreement/Probation                        | <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><br>refer to AH and create your own  |
| e. Suspension/Disciplinary Measures for Grave Offenses | <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-4">http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-4</a><br>refer to AH & add your own   |
| f. Expulsion   | <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-6">http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-6</a>   |

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| g. Academic Dishonesty Policy  | Create your own   |
| h. Harassment, Bullying, and Hazing Policy   | <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-10">http://handbook.la-archdiocese.org/chapter-13/section-13-10</a>   |
| i. Student Threats   | <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-10/topic-13-10-2">http://handbook.la-archdiocese.org/chapter-13/section-13-10/topic-13-10-2</a>   |
| j. Substance Abuse and Possession of Alcohol or Controlled Substances                                | <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-8/topic-13-8-4">http://handbook.la-archdiocese.org/chapter-13/section-13-8/topic-13-8-4</a>   |
| k. School Searches   | <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-7/topic-13-7-4">http://handbook.la-archdiocese.org/chapter-13/section-13-7/topic-13-7-4</a>   |
| <b>H. LAW ENFORCEMENT</b>  |   |
| 68. Interview and Removal from School or Students by Police Officers                                 | refer to <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-7">http://handbook.la-archdiocese.org/chapter-13/section-13-7</a><br><a href="http://handbook.la-archdiocese.org/chapter-9/section-9-8/topic-9-8-3">http://handbook.la-archdiocese.org/chapter-9/section-9-8/topic-9-8-3</a> |
| 69. Interview of a Student during School Hours by a Police Officer                                   | <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-7/topic-13-7-1">http://handbook.la-archdiocese.org/chapter-13/section-13-7/topic-13-7-1</a>   |
| 70. Informing the Parent or Guardian When a Student Has Been Removed from School by a Police Officer | <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-7/topic-13-7-3">http://handbook.la-archdiocese.org/chapter-13/section-13-7/topic-13-7-3</a>   |
| <b>I. ELECTRONIC USAGE POLICIES</b>  |   |
| 71. Electronic Devices   | Create your own   |

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| 72. Digital Citizenship   | <a href="http://handbook.la-archdiocese.org/chapter-10/section-10-6#AUP%20Apply%20to%20My%20Children%e2%80%99s%20Personal%20Devices">http://handbook.la-archdiocese.org/chapter-10/section-10-6#AUP%20Apply%20to%20My%20Children%e2%80%99s%20Personal%20Devices</a> |
| 73. Bring Your Own Device Policy  | <a href="http://handbook.la-archdiocese.org/chapter-10/section-10-3/topic-10-3-1">http://handbook.la-archdiocese.org/chapter-10/section-10-3/topic-10-3-1</a>   |
| 74. Acceptable Use and Responsibility Policy for Electronic Communications [“Archdiocesan AUP”] | <a href="http://handbook.la-archdiocese.org/chapter-10/section-10-3">http://handbook.la-archdiocese.org/chapter-10/section-10-3</a>   |
| <b>J. ACCEPTANCE OF HANDBOOK FORM</b>   |   |