



5521 Cloverly Avenue
Temple City, CA 91780
Telephone (626) 291-5959 Fax (626) 285-5367

January 2024

Dear St. Luke Catholic School Families,

We are St. Luke Catholic School! We have a safe environment and we are nestled in a quaint little neighborhood community! We are looking forward to a FABULOUS 2024-2025 school year!

Registration for the 2024-2025 school year opened on January 18, 2024. Registration is due on or before January 27th. On March 26, 2024, your Student Annual Fee of \$385.00 per child is due. I have spaced these out a little in order to make it a little easier to afford. We are looking forward to building up our school family, so if you know anyone who is interested in a Catholic education, please send them our way!

This packet contains the paperwork necessary to complete your family's registration for the 2024-2025 school year. Please read the instructions carefully, fill out the necessary forms, and return them by Tuesday, March 26, 2024. Please note that the annual fee of \$385.00 per student is due at this time.

If you should have any questions regarding your parent agreements, please call or email Ms. Jefferys or Mrs. Desy.

Paperwork can be submitted to the school office, on or before March 26, 2024.

As always, thank you for your support of our school and our children's education.

Sincerely in Christ,

Ms. Yvette Jefferys
Principal
principal@stluketemplecity.org

"Continuing the Legacy...Educating the Future"

5521 Cloverly Avenue, Temple City, CA 91780 † (626) 291-5959 † (626) 285-5367 Fax
Website: stlukelions.org



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2024-2025 PARENT FINANCIAL AGREEMENT

We, the Parents/Guardians of _____

Request that St. Luke Catholic School reserve a place for our child/ren for the 2024-2025 school year and agree to pay tuition as listed below determined by the Pastor and Principal.

FINANCIAL COMMITMENTS

2024-2025 Tuition Commitment: Tuition is a year-long commitment. To make it easier for you, we allow you to make payments. By signing this agreement, you are responsible for paying the entire portion of your yearly commitment. All Tuition and fees are Non-Refundable.

<input type="checkbox"/> Supporting	<input type="checkbox"/> Non-Supporting	Monthly Payment \$ _____
1 Student: \$5,000.00	1 Student: \$6,440.00	1 st Payment due date: _____
2 Students: \$9,150.00	2 Students: \$12,490.00	Final Payment due date: _____
3 Students: \$13,298.00	3 Students: \$18,540.00	

International Students: \$12,000.00 per school year. (Non-Refundable) **Due 03/26/2024**

Registration Fee	Annual Student Fee	PTO Pledge	Lions' Club Raffle
\$350/per family <small>(This will go up \$50.00 per month)</small>	\$385/per student	\$450/per family	\$300/per family

All tuition and fees are Non-Refundable

Supporting Parish Family: St. Luke Catholic School is a faith-based community. In cooperation with parents/guardians, our mission includes a commitment to service, justice, and peace with the expectation that parents/guardians will bring their children to celebrate Sunday liturgy.

To be considered for supporting status, it is our **expectation** that your family, as a Catholic family, participate with the community in the **weekly celebration of the Sunday liturgy** and your family will be supportive of **parish** ministries through **regular use of the donation envelopes averaging \$380 a year** and participate in parish ministries. The principal will review parishioner status in May and November. Supporting parishioners are expected to contribute regularly to continue with supporting status. Following the review, any family still not meeting the criteria will continue to be billed as non-supporting.

Tuition Assistance: Some financial aid is available through the Catholic Education Foundation and the School. Please contact the Principal for more information.

I Tuition Payment Plan

- Annual:** One payment (tuition only) due August 5, 2024
- Semi-Annual:** Two payments (tuition only) due August 5, 2024 and January 5, 2025
- Ten Months:** Ten payments (tuition only) due August 5, 2024 through May 5, 2025
- Twelve Months:** Twelve payments (tuition only) June 5, 2024 through May 5, 2025

Electronic (Vanco) payments will be debited on the 5th of the month. A \$50 fee is assessed for delinquent tuition and NSF transactions. **If the 5th is on a holiday or weekend, the payment is due by the next school day and delinquent thereafter. *Financial commitments are non-refundable.***

II Registration Fee (\$350 per family): Amount due: \$ _____
This is a Non-Electronic Fee. VANCO may not be used: Due by January 27, 2024

III Annual Student Fee (\$385 per student): Amount due: \$ _____
This is a Non-Electronic Fee. VANCO may not be used: Due by March 26, 2024

IV PTO Pledge & Lions' Club Raffle:

- PTO Pledge - \$450 broken down into three payments of \$150 each.
Due on October 20, 2024, January 20, 2025, and March 20, 2025.

• Lions' Club Raffle tickets and money is due by 3:00 PM on the designated day, which is usually a few days prior to the first General Parent Meeting. The drawing will be held at the General Parent Meeting in September.

Tuition covers only part of the school's financial needs. Therefore, you agree to participate in the PTO Pledge and Lions' Club Raffle. PTO Pledge will be debited on the 20th of the designated months. Payment for Lions' Club Raffle is due prior to the September General Parent Meeting. A \$50 fee will be assessed for NSF transactions. If the 20th is on a Sunday, the fee will be debited on Monday for electronic (Vanco) withdrawals. Any outstanding balance will be automatically debited with May tuition.

V Volunteer Involvement Program (VIP): Parental involvement is essential. Each two-parent family must complete a minimum of 30 VIP credits per year (12 credits due Oct. 31st /18 credits due the last day of school, with 6 hours being completed during the parish Fiesta/Family Fun Day). A single parent family (**only one guardianship for student**) agrees to complete 20 credits (8 hours due Oct. 31st/12 hours due by the last day of school with 4 hours being completed in April during the parish Fiesta/Family Fun Day). All hours not completed will be billed at \$30 per hour. **Uncompleted Fiesta/Family Fun Day hours will be billed at \$50 per hour.**

VI Additional Fees: **Late Fees/Tuition: \$50**
 Change of Vanco Tuition Plan: \$25
 Returned Check: \$50
 Penalty of early withdrawal: Please refer to parent handbook.

VII Sacramental Fees: Due August 5, 2024 of the child's First Communion Year.
Graduation Fees: Due June 5, 2024, if your child will be entering 8th grade.

VIII As part of this agreement, I agree to support the administration and all school policies of St. Luke Catholic School.

Having read the above-mentioned statements, I/We agree to comply with the terms herein expressed by this agreement and to be bound by the conditions as stated above.

_____	_____	_____	_____
Signature of Father /Guardian	Date	Signature of Mother /Guardian	Date
_____	_____		
Principal Signature	Date		

OPT OUT OPTION • **VIP Credits 2 parents - \$30 x 24 credits per family = \$720**
 • **VIP Credits 1 parents - \$30 x 16 credits per family = \$480**
If you choose to opt out, your donation must be received by 8/1/2024.
YOU MAY NOT OPT OUT OF FIESTA/FAMILY FUN DAY HOURS.



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Parent Agreement 2024-2025

We, the administration, faculty, and staff of St. Luke Catholic School, welcome you and your family to our school community. You will find that each of us is committed to the formation of a Catholic School community, which will provide a Catholic education for your child(ren).

We, the teachers and staff of the school community, are committed and dedicated to the philosophy and goals of the school. We ask you and your children to join us in this commitment. Together, we can provide a quality Catholic education for the children of St. Luke Catholic School.

Parents and families are the primary educators of their children. The school and parish support you in this endeavor. It is important for you to understand fully your part in the formation of the school community.

We ask you, therefore, to read the following Parent Agreement and to sign and return the enclosed Agreement Form which indicates your acceptance of your obligations as parent/guardians to the school community.

AGREEMENT

1. We understand that the school is a Catholic, parochial school under the jurisdiction of the Archdiocese of Los Angeles. We accept, therefore, that
 - a. the pastor/administrator of the parish community is the ex officio chief administrative officer of the school who carries out the policies of the Archdiocesan Advisory Board and, on points not covered by Archdiocesan policy, determines policies appropriate to the needs of the school, and
 - b. the principal is responsible for the immediate directions and supervision of the school program.

2. We understand that certain responsibilities require our continuous support if the school is to achieve its goals. We agree, therefore,
 - a. to participate in the religion program and related activities in order to make the teaching of religion and growth in faith a reality in the life of our child(ren),

- b. to encourage our child(ren) to learn by providing an environment suitable for home study,
 - c. to abide by the decision of the principal regarding suitable grade placement and advancement or retention of our child(ren),
 - d. to abide by all school and Archdiocesan regulations and policies and to accept all disciplinary actions, including withdrawal of our children, for non-compliance with these regulations and policies, and
 - e. to complete and return all forms and records necessary to comply with school, Archdiocesan or state regulations.
3. We understand that tuition and fees cover only part of the total cost of educating our child(ren). We agree, therefore,
- a. to support the school through regular tuition payments, fees, and fundraising
 - b. to assist in making up the deficit by assuming a share of the duties for fundraising and other support activities assigned by the principal, and
 - c. to abide by the decision of the pastor/principal should circumstances require us to request an exemption from all or part of our obligations.

A copy of this agreement is included in the Parent Handbook

Thank you,

Family Name: _____
(Please Print)

Parent(s)/Guardian(s) _____

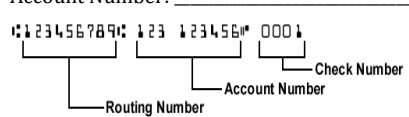
Initial **I give permission to St. Luke Catholic School to review my Parish Statement of Attendance and Contributions from St. Luke Church to determine Support/Non-Support Status.**

Date: _____

SIGN AND RETURN ON: MARCH 26, 2024

VANCO AUTHORIZATION FORM

St Luke Catholic School-Automatic Account Deductions

FOR OFFICE USE ONLY		DATE Rec'd _____
Effective date of authorization: ____/____/____ Name of student/s _____ Grade/s _____		
Vanco(School): _____ Bill Payer: _____ Other: _____		
Type of authorization:		
<input type="checkbox"/> New authorization	<input type="checkbox"/> Will Use Bill Payer	<input type="checkbox"/> Renew with Vanco – use existing information
<input type="checkbox"/> Change banking information	<input type="checkbox"/> Discontinue electronic donation	<input type="checkbox"/> Renew with Vanco change account
Last Name	First Name	
Address		
City	State	Zip
Email		
Tuition Payment Plan (please check one):		
<input type="checkbox"/> Annual (August 5 th)	<input type="checkbox"/> Semi-Annual Plan (August 5 th and January 5 th)	<input type="checkbox"/> 10 Month Plan (August 5 th thru May 5 th)
<input type="checkbox"/> 12 Month Plan (June 5th thru May 5th)		
Date of first payment: ____/____/____ (mm//dd/yy) Date of last payment (optional): ____ / ____ / ____	Date of monthly payment: <input type="checkbox"/> Monthly on the 5 st <input type="checkbox"/> Monthly on the 20 th	Total Tuition \$ _____ Amount of first payment: \$ _____ Amount of ongoing payment: \$ _____ Amount of last payment (optional): \$ _____
CHECKING / SAVINGS	Please debit payments from my (check one): <input type="checkbox"/> Savings Account (contact your financial institution for Routing #) Please attach copy of voided check <input type="checkbox"/> Checking Account (attach a voided check below)	Routing Number: _____ <i>Valid Routing # must start with 0, 1, 2, or 3</i> Account Number: _____ 
	I authorize the above organization to process debit entries to my account. I understand that this authority will remain in effect until I provide reasonable notification to terminate the authorization. Authorized Signature: _____ Date: _____	

If using a checking account, please attach a voided check at the bottom of this page.

Additional Electronic Withdrawals – Please circle automatic withdrawals
Due Dates of Electronic Payment Amount of Payment

Graduation Fee – Class of 2025

6/5/2024 \$300.00

Re-Registration (Non-Refundable and not eligible for automatic withdrawal)

01/27/2024 \$350.00 per family

Annual Fee (Non-Refundable and not eligible for automatic withdrawal)

3/26/2024 \$385.00 per student

Pledge: (per family)

10/20/2024 \$150.00

01/20/2025 \$150.00

03/20/2025 \$150.00

Volunteer Involvement Program (VIP)

First day of school - 10/31/2024 \$30.00 per unfulfilled VIP
 11/01/2024 – Last day of school \$30.00 per unfulfilled VIP
\$50.00 per unfulfilled Fiesta/Family Fun Day Hour

Extended Daycare:

Due Date of Electronic Payment **Family Monthly Rate:** _____

Registration Fee: (Non-Refundable)

8/5/2024 \$45.00 per child

Monthly (August thru May)
5th of each month

1 child \$220.00

2 children \$335.00

3 children \$435.00

Drop-in
20th of month of billing

Fee AM 7:00-7:35 \$8.00
 7:15-7:35 \$4.00
 PM \$4.00 per child per ½ hour or
 Fraction thereof
 After 6:00 PM late pickup \$25.00 per
 15 minutes or fraction thereof

Note: If the due date falls on a weekend or national holiday, the transaction will be deducted on the next business day.

STUDENT(S) LAST NAME:

ARCHDIOCESE OF LOS ANGELES-ST. LUKE CATHOLIC SCHOOL
EMERGENCY - EARTHQUAKE - DISASTER INFORMATION 2024-2025

FAMILY INFORMATION

Home #: _____ Home Address: _____ City: _____ Zip: _____

Mother's Name:

Call Mother: 1st _____ 2nd _____ (circle)

Home: (_____)

Work: (_____)

Cell: (_____)

Email: _____

Father's Name:

Call Father: 1st _____ 2nd _____ (circle)

Home: (_____)

Work: (_____)

Cell: (_____)

Email: _____

**PLEASE
PRINT
ALL
INFORMATION**

Mother's Info:

Occupation: _____

Employer: _____

Hours of Employment: _____

Mother's Home Address: _____

City: _____ Zip: _____

Father's Info:

Occupation: _____

Employer: _____

Hours of Employment: _____

Father's Home Address: _____

City: _____ Zip: _____

Child/children live with: Both Natural Parents Mother Only Father Only Other Guardian Mother/Stepfather Father/Stepmother

1) STUDENT INFORMATION Complete information for each child

Last Name:	First Name:	Middle:	FOR OFFICE USE ONLY
Grade: _____ Social Security #: _____	Birthdate: / /	Birthplace: _____	
Sex: M F (circle)	Wears: Glasses _____ Contact lenses _____	Other: _____	
Medical Alert: _____	Conditions requiring special emergency care (circle)		
Asthma _____	Health Problems: _____		
Allergies _____	Medication: _____		
Seizures _____	Student's HMO Enrollment #: _____		

2) STUDENT INFORMATION Complete information for each child

Last Name:	First Name:	Middle:	FOR OFFICE USE ONLY
Grade: _____ Social Security #: _____	Birthdate: / /	Birthplace: _____	
Sex: M F (circle)	Wears: Glasses _____ Contact lenses _____	Other: _____	
Medical Alert: _____	Conditions requiring special emergency care (circle)		
Asthma _____	Health Problems: _____		
Allergies _____	Medication: _____		
Seizures _____	Student's HMO Enrollment #: _____		

STUDENT(S) LAST NAME:		STUDENT INFORMATION		Complete information for each child		FOR OFFICE USE ONLY
Last Name:		First Name:		Middle:		
Grade:		Social Security #:		Birthdate: / /		
Sex: M F (circle)		Wears: Glasses Contact lenses Other:		Birthplace:		
Medical Alert: Conditions requiring special emergency care (circle)		Health Problems:				
Asthma Y N		Medication:				
Allergies Y N		Student's HMO Enrollment #:				
Seizures Y N						

4)		STUDENT INFORMATION		Complete information for each child		FOR OFFICE USE ONLY
Last Name:		First Name:		Middle:		
Grade:		Social Security #:		Birthdate: / /		
Sex: M F (circle)		Wears: Glasses Contact lenses Other:		Birthplace:		
Medical Alert: Conditions requiring special emergency care (circle)		Health Problems:				
Asthma Y N		Medication:				
Allergies Y N		Student's HMO Enrollment #:				
Seizures Y N						

EMERGENCY CARE INFORMATION		Other than parents listed on front	
Name:	Relationship:	Phone #:	()
Name:	Relationship:	Phone #:	()
Name:	Relationship:	Phone #:	()
Name:	Relationship:	Phone #:	()

Health Insurance Carrier:	Address:	State:	Zip:
Group #:	Subscriber Name:	Subscriber Number:	
Doctor's Name:	Phone #:	()	Address:
Dentist's Name:	Phone #:	()	Address:

EARTHQUAKE DISASTER RELEASE INFORMATION - to be completed for each student by school official in event of a disaster	
1) Student's Name:	2) Student's Name:
3) Student's Name:	4) Student's Name:
Released to:	Date: / /
Location to where child/children taken:	
School Official releasing child/children:	

CONSENT

I understand that the school does not assume responsibility for payment of physician. However, in an emergency, the school may choose a physician. In an emergency I give permission to have my child receive medical treatment.

Signature Parent/Guardian: _____ Date: _____



ST. LUKE
CATHOLIC SCHOOL
ESTABLISHED 1947

2024-2025 Dismissal Permission

Student's Last Name

Student's First Name (s)

Grade

The above named student(s):

(Check any below that apply)

- leave through car line with parent/legal guardian(s) **signed** below
- leave through car line with adults **listed** below
- walk from campus (Students 5th grade and under are strongly discouraged from walking without someone older with them), any student walking off campus, even with a parent is considered a walker
- are to be sent to School Care (please circle days: M T W Th F Everyday)
- are to follow special arrangements (specify) _____

List any adults who may pick up your child(ren):

Full Name (Please Print-May be asked to present I.D.)

Phone

() _____
() _____
() _____
() _____
() _____

Parent/Legal Guardian 1 (Please print)	Home () _____
Signature _____	Cell () _____
Date: _____	_____
Parent/Legal Guardian 2 (Please print)	Home () _____
Signature _____	Cell () _____
Date: _____	_____

THE SCHOOL SHOULD BE ADVISED OF VARIATIONS IN WRITING
Please return this form with your registration



Dear St. Luke Catholic School Parents / Guardians,

Please take a moment to assist us in completing our annual census for the Los Angeles Archdiocese by answering the following questions about your student:

Student Name(s) _____

Race (Select one only)

Catholic

Non-Catholic

Native American		
Filipino		
Asian – Pacific Islander		
African American/Black		
Hispanic/Latino		
White/Other		
Multiracial		

Please return by **March 26, 2024.** Thank you for your time and assistance.



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2024-2025 FAMILY INCOME ELIGIBILITY SURVEY

This document, to the extent possible, protects the identity of the family. The information gathered in this form can assist the school in a variety of ways: such as the Title I Program, resources through E-Rate, and other grants.. **ONLY the name of a Parent and student(s) is optional, the rest of the fields MUST be filled out.** Please note: This form has been numbered to protect your privacy and any linking of this number to your family's name will be kept in strict confidence.

Family Code (assigned by the school): _____ Parent Name (Optional): _____

Address (required): _____ City (required): _____ Zip (required): _____

Date Form Completed: (required) _____ Phone (optional): _____

Name of Student(s) at this School (Optional)	Student Date of Birth(s) (Month/Day/Year) (required)	Current Grade Levels(s) (required)

**Please add any additional children on the back of this form.*

REQUIRED: Circle your Household Size (all adults and children living in the household) on the left of the chart. Based on the Household Size, go across to the right and see the income listed by week or month for that Household Size. **For example, if you are a Household of 4, then the max level to be considered as low-income is \$988 per week/\$4,279 per month. So, if your income is less than \$4,279 a month, then circle Yes to question 1.**

<u>Family Size</u>	<u>Income Per Week*</u>	<u>Income Per Month*</u>
1	\$484	\$2,096
2	\$652	\$2,823
3	\$820	\$3,551
4	\$988	\$4,279
5	\$1,156	\$5,006
6	\$1,324	\$5,734
7	\$1,492	\$6,462
8	\$1,659	\$7,189

*For each additional household member after 8, add \$168/week or \$728/month. (Gross Income)

Directions: Answer each question by circling "Yes" or "No" (required)

- | | | |
|---|-----|----|
| 1) Is your income LESS than the amount listed under weekly or monthly income? | YES | NO |
| 2) Are you receiving assistance under CalWORKs? | YES | NO |
| 3) Does your family participate in the CalFresh Benefits (Food Stamp Program)? | YES | NO |
| 4) Is your child/(ren) eligible for the Free and Reduced Lunch Program at their school? | YES | NO |
| 5) Does your family receive Supplementary security Income (SSI)? | YES | NO |
| 6) Does your family receive housing assistance (Section 8)? | YES | NO |
| 7) Does your family receive home energy assistance (LIHEAP)? | YES | NO |

I certify by delivering this form, under penalty of perjury, that the above responses are true and correct to the best of my knowledge and belief.



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January 18, 2024

Parent-Teacher Organization Letter of Responsibility

The purpose of the St. Luke Parent-Teacher Organization, under the leadership of the School Marketing Committee, is to pledge spiritual, moral, financial, and volunteer service and support to our school, its students, faculty, and administration. As parents or guardians of a student/s, you are members and have a minimum volunteer obligation to fulfill.

Our Volunteer Involvement Program is not a luxury; it is a necessity. Every committee contributes to either (1) the spiritual, emotional, physical, and/or educational well-being of our children; or (2) the financial well-being of our school. It also brings our parents together in a Christian-based community.

The specifics of our Volunteer Involvement Program (VIP) and a list of committees with their corresponding Chairpersons is outlined in the next few pages. Activities other than those listed in the Handbook must meet with the approval of the Principal and/or Pastor in advance in order to obtain credit for service.

It is each family's responsibility to seek a volunteer assignment and VIP credits. We strongly encourage you to sign up for at least one committee. If the Chairperson of a committee does not contact you by the end of September or you do not sign up for a committee, **you are not relieved of your responsibility.** Please contact the appropriate Chairperson whose name and telephone number will be listed in the Parent Handbook, available online.

ALL VOLUNTEERS MUST BE VIRTUS TRAINED AND CERTIFIED TO DO ANY TEACHER SUPERVISED ACTIVITIES WITH STUDENTS.
Volunteers may not be alone with students, unless they have fingerprint clearance from the State of California.

We will use a sign-in sheet to record and report all VIP credits. Please turn in your VIP credit sheets after Fiesta/Family Fun Day to the School Office as you complete them and after the appropriate Chairperson has signed them. All credits will be tallied in the school office.

The P.T.O. Parent Board

2024-2025 COMMITTEES

Welcome Back Taco Night – Help is needed to coordinate and assist with the welcome back taco night. This person would be responsible for securing workers to help setup, decorate, serve, and clean up. **A chairperson is needed for this event.**

Trunk-or-Treat – This will be an annual event for the students held in October. **We need parents to chair this event and then parents to work the event.**

Halloween Event/In Collaboration with Family Ministry – This will be an annual event for all the children in the parish community. **A chairperson is needed.**

Catholic Schools' Weekend Event – This event is held on the last Saturday in January to open up Catholic Schools' Week. Assist with set-up, cooking, serving and clean-up for the event held after Mass on Saturday. Some work is needed before, during, and after the event. **A chairperson is needed.**

Book Fair – Help is needed in the Book Fair throughout Catholic Schools' Week. We desperately need people to assist in this area daily during Catholic Schools' Week.

Teacher Appreciation Day – This person is responsible for working collaboratively with the principal/vice principal in organizing a luncheon and special activities and surprises for our teachers and staff. This event will be held during Catholic Schools' Week.

Room Parent – Assists teacher as needed with class activities, including Halloween activities, field trips, potlucks, hospitality Sunday, and class parties. The room-parent schedules parents for activities and other school functions. (10 phone calls = 1 hour) (2 room parents per grade) This person helps to organize dinners for the arrival of newborn or family emergencies, such as hospitalization, loss of loved one or illness (for immediate school families). Please specify, if you would like to be Head Room Person.

Library (Daytime) – Parents assist students in the Library. The hours are flexible. Volunteers help with checking out books, preparing overdue notices, re-shelving of books, and other light paperwork.

Prayer Service/Potluck Dinners – Volunteers are needed to help on the evening of our class potlucks/prayer service to set-up and serve families and help clean up after dinner (1VIP Credit per hour worked). **Chairperson of this committee coordinates helpers in the kitchen and makes sure supplies for potluck are in stock.**

Health Screenings – Helps on scheduled health days such Vision, Hearing, and Scoliosis testing. **We need a nurse to be the chairperson for this, if possible.**

Athletic Committee – Help is needed to coordinate and assist with athletic fundraisers, as well as, score and time keeping during after school games. Officials and coaches are needed for flag football, track, soccer, boys and girls volleyball, basketball, etc. **The Athletic Director is the chairperson for this committee.**

Walk-A-Thon – This yearly event is held during school hours and workers are needed to distribute water, log laps walked, set-up walking area, help with clean-up, etc. **A chairperson is needed.**

Yard Duty Supervision – Parents are needed to help monitor our students during lunch time. Students love to see mom and dad at school. Parents oversee the children at lunchtime, from 12:00-12:40 pm. (40 min = 1 VIP credit). Chairperson – Schedules workers and provides schedule to committee and office.

A chairperson is needed.

ALL VOLUNTEERS MUST BE VIRTUS TRAINED AND CERTIFIED TO DO ANY TEACHER SUPERVISED ACTIVITIES WITH STUDENTS.

Volunteers may not be alone with students, unless they have fingerprint clearance from the State of California.

VOLUNTEER INVOLVEMENT PROGRAM

Effective: June 1, 1993

The purpose of the parent Volunteer Program (VIP) is to gain the assistance of the parent volunteers in providing the best religious and academic environment at the lowest possible cost. Consequently, volunteer work is desired and parent(s) are discouraged from neglecting the responsibility. Each family has a MINIMUM credit responsibility per VIP credit period.

DEFINITION OF A VIP CREDIT PERIOD:

1st VIP Period: First day of school – October 31, 2024

2nd VIP Period: November 1, 2024 – Last day of school

REQUIREMENTS:

Each family has a requirement to provide a minimum of 30 VIP credits per year, 12 credits are due the 1st VIP period, and 18 credits are due the 2nd VIP period, with 6 credits completed at the Parish Fiesta/Family Fun Day held during the 2nd Period. Penalty for unfulfilled VIP credits is \$30.00 per credit and \$50.00 per credit for unfulfilled Fiesta/Family Fun Day credits. Exceptions are as follows:

- Single parent(s)/guardian(s) will have a minimum requirement of 20 VIP credits per year. 8 credits due the first VIP period and 12 credits the second VIP period, 4 credits must be completed during the Parish Fiesta/Family Fun Day in April.

Penalty for unfulfilled VIP credits is \$30.00 per credit and \$50.00 per credit for unfulfilled Fiesta/Family Fun Day hours.

New families enrolled in St. Luke Catholic School will have a minimum requirement of 8/6 VIP credits for the 1st VIP period only; however will have to make up the additional 4 credits during the 2nd VIP Period. They will be required to provide the regular minimum of 18/12 VIP credits the following VIP Period.

ALL VOLUNTEERS MUST BE VIRTUS TRAINED AND CERTIFIED TO DO ANY TEACHER SUPERVISED ACTIVITIES WITH STUDENTS.

Volunteers may not be alone with students unless they have fingerprint clearance from the State of California.

CREDIT EQUIVALENCY: 1 HOUR EQUALS 1 CREDIT

- A. VIP credits are not transferable from one family to another.
- B. VIP credits worked beyond the minimum cannot be transferred to the next VIP period.
- C. Credits will be tallied by the school office.
- D. Activities, as defined in the following pages, other than those established as one qualifying for VIP credits, must meet with approval of the Principal.
- E. **Only parents or guardians of the enrolled child(ren)** will be allowed to complete VIP credits unless otherwise approved.

One month prior to the end of the VIP Credit period a summary will be sent out for verification before final billing and to advise families how many credits have been credited to their account.

Please keep in mind that the VIP credit/scrip program continues to assist St. Luke Catholic School in combating the increasing cost of parochial education and helps us develop a school family.

EXCEPTIONS

While the P.T.O. Board proposes the VIP Program, neither the Board nor any individual Board member has the authority to grant exceptions or waivers. If the Program constitutes undue hardship, the parent should request the School Principal and /or the parish Pastor to confidentially review the situation. The Principal will advise the school office of any exceptions.

Please review the attached Committee Survey and Parent/Student Directory form and return, March 26, 2024.



Parent-Teacher Organization Committee Survey

Return to the school on March 26, 2024

Family (Last Name) _____

Father's Name _____

Mother's Name _____

Optional: Cell phone # (F) _____ (M) _____ E-Mail _____

Name of Parent responsible for services hours _____

Please list your child(ren's) name(s) and what grade they will be attending in August 2024:

Grade

Name

Please list any skills, talents, or areas of expertise that you have that may be beneficial to our school

I/we are interested in serving on the following committees:

Committee Name _____

Committee Name _____

Committee Name _____

Committee Name _____

Room Parent for Grade _____

ACCEPTANCE OF HANDBOOK



St. Luke Catholic School Parent/Student Policies Agreement Form

ACCEPTANCE OF PARENT/STUDENT HANDBOOK

Our family has read the St. Luke Catholic School Parent/Student Handbook. We are aware of, understand, accept, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed, and we agree to follow the policies and procedures as may be added or amended. We understand that we may be asked to withdraw our child/ren from the school or our child/ren may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook, and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

Father/Guardian Signature _____ Date _____

Mother/Guardian Signature _____ Date: _____

Print student names and grades:

Student's First Name _____ Grade _____

Student's First Name _____ Grade _____

Student's First Name _____ Grade _____

Student's First Name _____ Grade _____

Please return this signed form promptly to the School Office.

ARCHDIOCESAN GUIDELINES—These may be found on our school website www.stlukelions.org. Upon reading the school and archdiocesan guidelines, please sign this acknowledgement form and return to school promptly.

**ARCHDIOCESE OF LOS ANGELES GUIDELINES FOR
ADULTS INTERACTING WITH MINORS AT PARISH OR
PARISH SCHOOL ACTIVITIES OR EVENTS Revised 2/2015**

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Clergy/staff members/faculty/volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off the parish or parish school locations. Please review the following guidelines and sign the "Acknowledgement of Receipt" for the file at the parish or school where you work or volunteer.

- Clergy/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 clergy/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.
- Clergy/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.
- Clergy/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 clergy/staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a clergy/staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, letters, e-mail and Internet exchanges, telephone calls) must be for professional reasons only.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Clergy/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 clergy/staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When clergy/staff members/faculty/volunteers are supervising minors or young adults at parish or parish 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 clergy/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.
- Clergy/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.
- Clergy/staff members/faculty/volunteers planning parish/school events in their homes with minors must have the permission of the parish/school administration. In addition, clergy/staff members/faculty/volunteers may not have any minors in their homes without the knowledge of the minor's parent or guardian.
- Clergy/staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish 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 parish/parish 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 minor/minors only after complying with Archdiocesan policies regarding fingerprinting and safe environment training.



**ACKNOWLEDGMENT OF RECEIPT
OF
GUIDELINES FOR ADULTS INTERACTING WITH MINORS
AT PARISH/SCHOOL ACTIVITIES OR EVENTS**

Revised 8/2007 ~1/27/10 ~Revised 6/8/2010 ~ Revised 2/2015

I have received and agree to comply with the Guidelines for Adults Interacting with Minors at Parish, Parish School, Youth Ministry or Religious Education Activities or Events of the Archdiocese of Los Angeles. As stated in the copy of these guidelines: **“All adults working or volunteering with minors are also accountable to follow all policies contained in any other ‘Handbooks’ that the parish/school may use’ (i.e.: Catholic Schools Handbook, Parish ministry handbook, etc.).** All adults acting in a staff, faculty, ministerial or other paid or volunteer * position in the Archdiocese are role models who are called to treat each minor with respect and care. Clergy/staff members/faculty/volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off the parish or parish school locations.” These guidelines are part of the commitment of the Archdiocese of Los Angeles to keep children and youth safe and to provide a role model for all minors under our care.

Activity(ies) or Event(s) in which I am involved:

Name (please print legibly): _____

Signature: _____

Date: 08/01/2024

PARENTAL/GUARDIAN'S PERMISSION FOR ACCESS TO THE INTERNET

A safe environment for all members of the community should be the hallmark of Catholic locations that engage in electronic communications. This is accomplished, in part, by fostering a climate based on Gospel values that emphasizes the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal.

This policy applies to all communications, attachments or depictions through email, text messages, social media or website postings, whether they occur on the location's network or through private communications, which:

- (1) threaten, libel, slander, malign, disparage, harass or embarrass members of the community;
- (2) are of a sexual nature; or
- (3) in the discretion of the person in charge cause harm to the location or their communities ("Inappropriate Electronic Conduct").

Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences. The school principal (for school matters), the pastor, priest administrator or parish life director (for parish activities) or the person in charge (for other locations) shall investigate and act upon all reported or observed instances of Inappropriate Electronic Conduct.

Students, parents/guardians, members of the location staff and volunteers are expected to report promptly to the person in charge all suspected or observed instances of Inappropriate Electronic Conduct.

The location at any time may add additional rules and restrictions. The location has the right to monitor all use of electronic communications as set forth in the [Archdiocesan Acceptable Use and Responsibility Policy for Electronic Communications \("Archdiocesan AUP"\)](#).

I hereby release St. Luke Catholic School
and the Roman Catholic Archdiocese of Los Angeles, its personnel and any other institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the internet, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding Inappropriate Electronic Conduct. I will emphasize to my child the importance of following the rules for personal safety.



As the parent/guardian of this student, I have read the Archdiocesan Acceptable Use and Responsibility Policy for Electronic Communications and any supplemental local policy, if applicable. I hereby give my permission for my child to use the internet, subject to those policies and will not hold St. Luke Catholic School or the Roman Catholic Archdiocese of Los Angeles liable as a result of my child's use of the internet on school premises. I understand that my child has agreed not to access inappropriate material on the internet.

Name(s) of Child(ren):

Parent/Guardian Name:

Parent/Guardian Signature:

Date:

**[A COPY OF ARCHDIOCESAN AUP can be accessed at
http://handbook.la-archdiocese.org/chapter-10/section-10-3](http://handbook.la-archdiocese.org/chapter-10/section-10-3)**



**PARENT/GUARDIAN RELEASE FOR STUDENT OR MINOR
(NONCOMMERCIAL)**

This section to be completed by the Archdiocesan entity (school/parish/ACC) sponsoring the activity ("Location"):

Name of Location: St. Luke Catholic School

The Location intends to use your child's image, name, voice and/or work for noncommercial purposes relating to the event(s) or activity(ies) identified below.

Description of events/activities to which this Release applies:

Duration of Release: _____

This section to be completed by Parent/Guardian:

I, _____ am the parent/guardian of
_____, a minor.

I hereby authorize the Location to use the following personal information about my child:
(Please initial the applicable boxes)

Image: yes no **Voice:** yes no **Name:** yes no **Work:** yes no

I understand and agree that my child's image, voice, name and/or work ("Personal Information") relating to the events or activities described above will be used for noncommercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and agree that my child's Personal Information may be copied, edited and distributed by the Location in publications, catalogues, brochures, books, yearbooks, magazines, exhibits, films, videotapes, CDs, DVDs, email messages, websites, or any other form now known or later developed ("Materials").

The Location may use the Personal Information at its sole discretion, with or without my child's name or with a fictitious name, and with accurate or fictitious biographical material. The Location will not use the Personal Information for improper purposes or in a manner inconsistent with the teachings of the Roman Catholic Church.

I waive any right to inspect or approve any Materials that may be created using the Personal Information now and in the future. In exchange for the opportunity given to my child by the Location to participate in the activity, I agree that neither I, nor my child, will receive monetary compensation, royalties or credit. I understand and agree that the Location shall be the owner of all right, title and interest, including copyright, in the photographs, electronic recordings and Materials. If the Location intends to use the Materials for a commercial purpose, I will be provided at that time with information about the terms of the commercial use.



I hereby waive, release and forever discharge any and all claims, demands, or causes of action against the Location and its affiliated entities, employees, agents, contractors and any other person, organization, or entity assisting them with the photography, electronic recording or Materials, for damages or injuries in any way related to, or arising from the photography, electronic recording or Materials, or the use of the Personal Information, and I expressly assume the risk of any resulting injury or damage.

I further understand and agree that this Authorization remains in effect until it is withdrawn in writing. I understand that if I change my mind about this Authorization, that I will submit another, new authorization form to the Location. However, my new authorization will not have the effect of revoking this Authorization, and the Location will have no duty or obligation to make any changes or alterations to any Materials that may have been prepared based on this Authorization.

I represent that I have read this Authorization, understand the contents and am able to grant the rights and waivers it contains. I understand that the terms of this Authorization are contractual and not mere recitals. I am signing this document freely and voluntarily.

Signature: _____ Date: _____

Print Name: _____ Relationship to Child: _____

Address: _____

Telephone: _____ Cellphone: _____

Email: _____

Name of Child: _____ Age: _____



CONTRACT FOR APPROPRIATE INTERNET USE BY MINORS

The Internet is a place where I go to learn, meet friends and play games. I know that through the Internet I can reach diverse people all over the world who are of good will and who, like me, sign on to the Internet to share ideas, feelings and what we've discovered about ourselves and the world around us. It's a place where I can be myself or sometimes pretend to be someone else. I can have deep discussions or let my imagination roam. I can be creative and do serious work. But I also know that the Internet can be a place where I can get lost, waste time and sometimes say or do things that I shouldn't. It's also a place where I need to be careful about people who could harm me.

Because I want to be the best person I can be and live my life as a friend of Jesus, I promise to follow these rules:

- If I find a site where I see hate, racism, pornography or violence of any kind, I will leave it immediately.
- I will not give my personal information online to people I have not met in person. This includes my name, address, email address, telephone number, credit card numbers or school or parish location.
- I will use a nickname in Internet communications when I communicate with people I don't know personally.
- I will never give personal information online about anyone else without that person's permission
- I will not buy anything online without my parents' permission.
- I will not download music or videos or games without paying for them, except if they say they are free of charge.
- I will not copy anything I find online without asking for and getting permission from the creators, because they have the right to protect their creations.
- I will practice good manners and be polite to other people when I communicate with them on the Internet. I will say nothing about anyone else that I wouldn't want someone to say about me.
- If I receive a message that bothers me, or that would be considered inappropriate, I will log off immediately and tell a responsible adult. I will not respond to the message.
- I will not arrange to meet a friend I have met on the Internet unless one of my parents has been informed and goes along with me to meet that person.
- I will not impersonate others.
- I will not bully, lie, invite or participate in improper private relationships and I will not encourage others to do so.

I understand that if I violate any of these rules, I may be disciplined by:

- Losing use of the school or parish network, computers and software, including Internet access. I will then be expected to complete my work on a stand-alone computer that is not connected to the Internet.



- Being suspended or dismissed by the school or, as applicable, the parish activity in which I am participating when the violation occurs. Depending on what I did, my parents and I may also be subject to legal action by the school or parish or by civil authorities or other people involved.

I have read this Contract, understand it, and I agree to abide by what it says.

Name of Student/Youth Participant:

Signature of Student/Youth Participant:

Date: _____

As the parent of _____ I understand and agree with the contents of this Contract, and I accept full responsibility for supervising my child when my child's use of the Internet is not in a school or parish setting.

Name of Parent or Guardian:

Signature of Parent or Guardian:

Date: _____



Chapter X - Electronic Communications Policy & Resource Guide

Section 4 - Statement of Policies

4.1 Acceptable Use And Responsibility Policy For Electronic Communications [“Archdiocesan AUP”]

All information used in the course of activities for or on behalf of the Roman Catholic Archdiocese of Los Angeles ("Archdiocese") or an archdiocesan school, parish, the seminary, a cemetery, or other archdiocesan department or operating unit ("Location") is an asset of the Archdiocese and/or the Location, as appropriate. Electronic information and communications require particular safeguards and impose unique responsibilities on all users. The Archdiocese maintains a system of information security to protect our proprietary data. Integral parts of this system are the policies, standards and procedures designed for users. All users must adhere to these policies, standards and procedures for the complete system to remain viable.

These policies, standards and procedures apply to all users of technology, whether adult, child or youth, whether they are paid or volunteer staff, clergy or members of religious orders, in the Archdiocese or in any Location.

These policies, standards and procedures include, but are not limited to, maintaining data confidentiality, maintaining the confidentiality of data security controls and passwords, and immediately reporting any suspected or actual security violations. The Archdiocese prohibits the use or alteration of archdiocesan data and/or information technology without proper authorization. All users have an obligation to protect the confidentiality and nondisclosure of proprietary, confidential and privileged data, as well as personally identifiable information.

A. Definitions

- Electronic communications **systems** include, but are not limited to, electronic mail, telecommunications systems including telephone, voice mail, and video, facsimile transmissions, stand-alone or networked computers, intranets, the Internet and any other communications systems that may be created in the future.
- Electronic communications **devices** include, but are not limited to, regular and mobile telephones (cell phones, smart phones, walkie-talkies), facsimile machines, computers, laptops, electronic notebooks, tablets, audio and video equipment, flash drives, memory sticks, media players and other wireless equipment that may be created in the future.
- Electronic communications **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.

B. Electronic Communications Systems, Devices and Materials and Users Covered

- All electronic communications systems, devices and materials in the schools, parishes, the seminary, cemeteries, archdiocesan departments or offices, or other archdiocesan operating units (the "Premises").
- All electronic communications devices and materials taken from the Premises for use at home or on the road.
- All personal devices and materials brought from home and used on the Premises during regular business hours.
- All personal devices and materials, regardless of where they are situated, that are used in such a manner that the Archdiocese and/or the Location may be implicated in their use.
- All users of electronic communications systems, devices and materials, including, but not limited to, volunteers, clergy and religious, students, employees, staff or contractors associated with the Archdiocese and/or the Location.

C. Ownership and Control of Communications



- All systems, devices and materials located on archdiocesan premises, and all work performed on them, are property of Location and/or the Archdiocese. These systems, devices and materials are to be used primarily to conduct official Location and/or Archdiocese business, not personal business.
- With permission from the person in charge of the parish (*i.e.*, pastor, priest administrator or parish life director), principal or other person in charge of the Location, 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.
- The Archdiocese and the Locations, as applicable, reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on Archdiocese and/or Location systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

D. Guidelines for Email Correspondence and Other Electronic Communications

1. All users of Archdiocese and Location communications systems and devices should use care in creating email, text, video, still images, instant or voice mail messages or in any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system, be restored, downloaded, recorded, printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.
2. Email and other electronic communications are not necessarily secure.
3. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
4. Postings to "All Employees," "All Parents," "All Seminarians," "All Parishioners" and the like on intranets or the Internet must be approved by the person in charge of the parish (pastor, priest administrator or parish life director), principal or other person in charge of the Location before they are sent out.
5. Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.
6. Archdiocese and Location systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are intended to enhance system security; 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 person in charge of the parish (pastor, priest administrator or parish life director) principal or other person in charge of the Location.
7. User IDs and passwords should not be disclosed to unauthorized parties or shared with other employees, students or volunteers. User accounts are intended to be used only by the assigned party.
8. All information systems that create, store, transmit or otherwise publish data or information must have authentication and authorization systems in place to prevent unauthorized use, access, and modification of data and applications. Systems that transmit or publish approved information that is intended for the general public may allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information.
9. All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with updated or current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge of the location.
10. Critical information should be copied onto backup storage periodically. Backed up information should be stored in a safe place and be available for recovery in case of a loss of the original information. Depending on the complexity of a Location's information systems, a detailed disaster recovery plan may need to be developed.
11. Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.
12. Information systems hardware should be secured against unauthorized physical access.

E. Internet Safety Policy

1. Any device accessed or used by minors on the Premises must use updated and functioning filters to preclude access to prohibited content, including obscene, sexually explicit materials, adult or child pornography, and materials that are otherwise harmful to minors or in violation of this electronic



- communications policy.
2. 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 Location.
 3. No unauthorized personal identification information regarding minors may be disclosed, used and disseminated without proper authorization by a responsible person at the Location.
 4. Minors' use of electronic mail, chat rooms, social networks and other forms of direct electronic communications on electronic devices at the Location must be monitored.
 5. No person may engage in unlawful activities online, including "hacking" of Archdiocesan or Location systems or any system while using Archdiocese or Location devices or while on the Premises of any Location.

F. Prohibited Practices

Users of Archdiocese and Location electronic communication systems, devices or materials and users of personal devices and materials on the Premises under circumstances when the Archdiocese and/or the Location may become implicated in the use may not:

1. Violate any federal, state or local laws or regulations.
2. Violate any rules of conduct, codes of ethics, safe environment or any educational policies, including but not limited to those that apply to communications or the use of information.
3. Post or cause to be distributed any personally identifying information about the user or others without permission or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities. Personal identifying information includes, but is not limited to, names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLs) of social networking sites or blogs.
4. Post or distribute any communications, video, music 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.
5. Engage in improper fraternizing or socializing between adults and minors.
6. Engage in cyberbullying or other abusive on-line behavior.
7. Engage in pirating or unauthorized copying, acquisition or distribution of copyrighted materials, music, video or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
8. Post or send chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages).
9. Record any telephone, video, or other conversation or communication without the express permission of the other participants to the conversation or communication, except where allowed by law.
10. Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless required by the duties of the job or assignment.
11. Upload, download, view or otherwise receive or transmit copyrighted, trademarked, patented, indecent or pornographic material, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. See [*Archdiocese of Los Angeles Copyright and Video Screening Policy*](#).
12. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files or alter or forward email messages in a manner that misrepresents the original message or a message chain.
13. Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
14. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible adult.
15. Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.
16. Bypass (via proxy servers or other means), defeat or otherwise render inoperative any network security systems, firewalls or content filters.



17. Allow any minor to access the Internet on Archdiocese or Location communications devices without active, monitored filtering of prohibited materials.
18. Allow any minor to use electronic mail, chat rooms, social networking sites or other forms of direct communications at the Location without monitoring.
19. Use electronic communications 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.
20. Access or manipulate services, networks or hardware without express authority.

G. 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 termination of employment, removal from parish or school activities, expulsion from school, canonical review, referral to law enforcement and other appropriate disciplinary action.

