



Student-Parent Handbook

2011-2012



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School Administration:

Pastor: Rev. Msgr. James Gehl
Principal: Ms. Mary Blair
Vice Principal: Ms. Michelle Piombetti
Leadership Team: Ms. Jean Ornelaz (Gr. K-2)
Ms. Kathy Louis (Gr. 3-5)
Ms. Michelle Piombetti (Gr. 6-8)
Admin. Assistant: Ms. Janet Charek
Business Manager: Ms. Nancy Gillen
Health Room: Mrs. Florez
Knights Club Director: Ms. Marilyn Whitley

Faculty

Kindergarten: Ms. Dana Theodore
1st Grade: Ms. Jean Ornelaz
2nd Grade: Ms. Ormind Vergara
3rd Grade: Ms. Courtney Diaz
4th Grade: Ms. Brenda Zaragoza
5th Grade: Ms. Katherine Louis
6th Grade: Ms. Kerrie O'Shea
7th Grade: Ms. Joellyn Jaster
8th Grade: Ms. Michelle Piombetti
Technology: Ms. Marge Sanchez
Physical Education: Ms. Tracie McCarron
Learning Lab: Ms. Christine Lotta
Music/MS Religion: Ms. Kathy Palma
Athletic Director: Ms. Brenda Zaragoza

Classroom Assistants:

Ms. Pattie McKenna Kindergarten, Gr. 1
Ms. Janet Smith Gr. 1,2,3
Ms. Linda Delaney Gr. 4, 5
Ms. Tracie McCarron Gr. 6-8
Librarian: Ms. Jane Harrier
Knights Club: Ms. Marilyn Whitley, Ms. Brittney Lehmann, Ms. Renee Nagel, Mr. Michael Ferral

School Phone Number: (818) 363-5515

School Fax Number: (818) 832-6678

School website: steuphrasiaschool.org

School e-mail/domain address: stemail.org

St. Euphrasia Parish

Pastor: Rev. Msgr. James Gehl
Parish Secretary: Ms. Karen Colletti
Parish Finances: Ms. Marie Barth
Director of Religious Education:
Sr. Elizabeth Dominguez, CHS
Secretary: Ms. Michelle Goldbaum
Youth Ministry/Connexions/KICS Coordinator:
Ms. Allie Barth
Young Adult Ministry: Ms. Jazmin Lugo

Consultative School Board Members

John Pate (Chairperson), Linda Castro-Amund (Secretary), Shari Bienlein, Michael Johns, Eric Rodrigues, Scott Centurion, Samantha Sanchez, Mary Blair, Rev. Msgr. James Gehl

Parent Teacher Council Board Members:

Rev. Msgr. James Gehl (Pastor), Mary Blair (Principal), Maria Turley (President), Cathy Calloway (Vice President), Robyn Flores (Treasurer), Jennifer Chandler (Secretary), Mahri Wright (Auction Treasurer), Hazel Uytioco (Head Room Parent), Facilities, Julie Parra (Communications), Yvonne Roman (Parent Liaison), Marketing Comm. Representative

2010-11 Student Body Officers:

President: Ka'ena Farmer
Vice-President: Annika Rodriguez
Secretary: Taylor Carnevale
Publicity/Service: Megan Johanneson
Religious Affairs: Molly Stone
Historian: Alyssa Hinojosa
Treasurer: Natalie Ornelaz
Moderator: Ms. Katherine Louis

School Days and Schedule:

Full Day: 7:55 am - 2:45 pm. Line-up Bell rings at 7:50 am
Early Dismissal: 7:55 a.m. to 1:40 p.m.; Minimum Day: 7:55 a.m. to 12:25 p.m.; (There is no lunch period scheduled on Minimum Days.)

KNIGHTS CLUB (Extended Day Care):

Morning KNIGHTS Club: 7 a.m. to 7:30 a.m.
Afternoon KNIGHTS Club: 3 p.m. to 6 p.m.

Note: KNIGHTS Club Minimum Days starts at 12:45 p.m. and at 2:00 p.m. for Early Dismissal Days.

KNIGHTS SLE's - ST. EUPHRASIA GRADUATES ARE:

Active and practicing Catholics who:

- ❖ *Know and understand the basic teachings of the Catholic Church.*
- ❖ *Participate in the celebration of the liturgy.*
- ❖ *Demonstrate Catholic character through stewardship and values.*
- ❖ *Love and respect the sacredness of God's creation.*

Academic Learners who:

- ❖ *Apply critical thinking and problem solving to everyday life.*
- ❖ *Have a strong foundation in the required curriculum and the desire to continue their education.*
- ❖ *Realize that learning requires effort, study skills, and self-motivation.*
- ❖ *Demonstrate effective communication through written and oral language and technology*

Responsible Learners who:

- ❖ *Recognize and address the needs of others.*
- ❖ *Accept the consequences and effects their actions have on others.*
- ❖ *Are active participants in parish and community life.*
- ❖ *Work for social justice in the spirit of the Gospels.*

Culturally Aware Learners who:

- ❖ *Appreciate and respect the diversity of God's people and their cultures.*
- ❖ *Have an understanding and awareness of local and global issues.*
- ❖ *Observe, enjoy, and admire God's inspirations through participation in the fine arts.*

Physically Confident Individuals who:

- ❖ *Have a respect for the holiness of the human body.*
- ❖ *Demonstrate good sportsmanship and interpersonal skills.*
- ❖ *Understand the importance of maintaining a healthy lifestyle through fitness, nutrition and hygiene.*

School Philosophy Statement:

St. Euphrasia School is an intrinsic part of the parish community's Catholic education ministry. As facilitators of learning, we recognize the role of parents as the primary educators of their children. We provide an educational program that is sufficiently varied and flexible to foster the development of the whole person.

SCHOOL MISSION STATEMENT:

St. Euphrasia School is a Catholic community dedicated to nurturing each student's faith, values, and stewardship while developing the academic achievement of all learners.

Introduction

This calendar and handbook is provided to you as a ready reference to all general and specific information about school policies and procedures. Please use the information to take full advantage of the educational opportunities offered to all students.

SCHOOL ORGANIZATION

St. Euphrasia School is a Catholic school where students are taught to live their faith by worshipping at Mass weekly, asking forgiveness of God and others, being of service to others and growing in personal prayer. We provide students with the foundation to become lifelong learners who choose Christ as their model. The pastor is ex officio the chief administrative officer of the parish school. The immediate direction and supervision of the school is delegated to the school principal. The principal, as a delegate of the pastor, has immediate responsibility for implementing the philosophy of the school in its regular operation. St. Euphrasia School is an integral ministry of the St. Euphrasia Parish Community. Close communication among all parish ministries facilitates the proclamation of the gospel message.

The Department of Catholic Schools is the agency responsible for executing archdiocesan policies and procedures in the operation of the parish

school. The Catholic elementary school is a recognized educational institution within the State Department of Education. St. Euphrasia Elementary School is fully accredited by the Western Catholic Educational Association and the Western Association of Schools and Colleges. Our school is currently accredited through June, 2017.

ST. EUPHRASIA SCHOOL PARENT TEACHER COUNCIL

Every school parent is a member of the Parent Teacher Council. The PTC plans and coordinates events and fund-raisers that generate supplementary income for the school budget each year. The PTC's mission is to promote community through cultural, social and recreational activities for parents, school personnel, students and interested parish members. In addition, the PTC organizes parental service to the school (as approved by the principal and pastor). The school administration and the elected Parent Teacher Council Board oversee all activities of the PTC.

Parents/guardians receive a Parent Volunteer Handbook every year, listing parent volunteer activities. Parents who are receiving a tuition discount for enrolling in the "Parent Volunteer" tuition plan are asked to review the booklet and abide by the school policies listed. Parents on this plan are required to complete a minimum of forty service hours per year. Single parent families are asked to complete a minimum of twenty hours per school year. Excess hours cannot be carried over year to year. Our school values the commitment of our parents to "partner" with us in their child's education.

ST. EUPHRASIA SCHOOL CONSULTATIVE SCHOOL BOARD

The Consultative School Board is established by the Pastor to assist him and the school principal in the governance of the Catholic school. Refer to the Archdiocesan Department of Elementary Schools for the information and structure of Consultative School Boards. St. Euphrasia School has had a Consultative School Board since 2006.

HISTORY OF ST. EUPHRASIA SCHOOL

St. Euphrasia School became a reality on August 21, 1964 with the arrival from Louisiana of three sisters of Our Lady of Mount Carmel. Construction of the school at the parish site began in the winter of 1964-1965. Prior to that, school classes were conducted in a renovated building on the grounds of a neighboring Granada Hills parish, St. John Baptist de la Salle. Classes for grades 1-3 commenced in the fall of 1964. Mother John Berchmans was assigned as the first principal, and also taught third grade. Sister Eugenie and Sister Valey taught 1st and 2nd grades. A supportive parent's organization, known as the Parent Teacher Cooperative was established in the fall of 1965.

The permanent school buildings were completed in 1966, and the school then moved from

the grounds of St. John Baptist de la Salle parish. At this time, the school enrollment consisted of 250 students in first through fifth grades. Each year, a grade was added, with the enrollment increasing to 432 students in the first through eighth grades. The Sisters of Providence of St. Mary of the Woods, Indiana, replaced the Sisters of Our Lady of Mount Carmel in 1972. They remained a part of the school until the year 1975. During that year, the school was transferred to an "all-lay" faculty. During the 1987-88 year, the first kindergarten class was started and the library and computer labs were then established.

Currently, the school has grown from a beginning of two teachers and one principal to a staff in excess of 25 people (full and part time personnel). The school enjoys an average enrollment of 245-255 students per year, with a school wide average of approximately 30-32 students per class. Our school mascot is a **KNIGHT**, and the school continues to carry on the parish tradition of honoring the past and celebrating the future.

ST. MARY EUPHRASIA, PATRON SAINT OF OUR PARISH

St. Mary Euphrasia was born Virginia Rose Pelletier (in France) during the French Revolution, on July 31, 1796. Her compassion for God's hurting ones urged her to enter the Order of Our Lady of Refuge at Tours in 1814. As a Superior of the House of Tours, she founded a contemplative branch, which is now known as the Contemplatives of the Good Shepherd. These sisters express their charism in a life devoted to prayer, solitude, work, and austerity. In 1831, Mother Euphrasia became the Superior General of the Congregation of the Good Shepherd Sisters. She founded 110 convents on five continents during her lifetime.

Today, the Good Shepherd Sisters continue their missionary zeal to heal the broken-hearted, save the abandoned, fight for social justice and pro-life causes, and the bring hope into the lives of the marginalized, especially girls and women. The following are quotes of St. Euphrasia that continue to bring us meaning today: "One person is of more value than that of the whole world. "Nothing was too small, too arduous or too costly to put into action day or night for God's little ones.", and "If you always love one another, if you always uphold one another, you will be capable of working wonders!"

1. GENERAL INFORMATION

1.1. Code of Christian Conduct Covering Students, Parents, Guardians and Other Responsible Adults

The Archdiocese deeply appreciates the choice parents and students make to enroll in its parochial elementary schools and secondary schools. Truly, this is a commitment for life and many families make considerable sacrifices of time and treasure to support their students while they are in school. Often families and students continue this support even after graduation because Catholic education makes a difference. Indeed, Catholic schools *are* different. All schools in the Archdiocese are intended to be environments that educate, nurture and support students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth – teachers, administrators, parents, family and friends – is required to behave in accordance with these principles. Our Christian principles provide that:

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the school’s academic, moral and behavioral expectations.
- Students and parents or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
- Parents, guardians or other responsible adults who insult or abuse school personnel in the presence of other school personnel, students or parents on or adjacent to school premises or at some other place where school personnel are required to be in connection with their assigned school activities, may be asked to withdraw their student from the school.
- Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated.

These expectations for students, parents, guardians or other responsible adults include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.). The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning. The action may include removal of a family and its students from the school.

1.2 Zero Tolerance Policy

The Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person or volunteer to serve in its parishes, schools, pastoral ministries, or any other assignment when such an individual is determined to have previously engaged in the sexual abuse of a minor.

Under the Zero Tolerance Policy of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with a **minor under the age of 18:**

- **May not have any paid or volunteer assignment in any ministry in the Archdiocese, and**
- **May not volunteer in any non-ministerial activity or event where he or she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.**

Any parent or guardian who is a registered sex offender must contact the principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy.

As a member of the Archdiocese of Los Angeles community, the school wants to assure that it is in compliance with both Megan's Law and the Archdiocese’s Zero Tolerance Policy.

1.3 Safe Environment Training for Children and Youth

The school and the parish religious education programs have established ongoing safe environment training programs for students, children and youth. All parents are provided home-based materials to help them understand and support their student's education regarding child sexual abuse. The approved programs include the **Archdiocese of Los Angeles Self-Protection Program 1-12, Good-Touch/Bad-Touch®** and **VIRTUS® Teaching Touching Safety (Mandated September 1, 2006)**.

The Archdiocese of Los Angeles Self-Protection Program 1-12 was developed by the Archdiocese of Los Angeles to assist the parishes and school to comply with the US Conference of Catholic Bishops mandated self-protection programs. It is to be presented annually at each grade level.

Good-Touch/Bad-Touch® is being implemented in Grades K-9 in Catholic elementary schools throughout the Archdiocese of Los Angeles. The program is designed to be age-appropriate, to support students in understanding occasions of abuse, and to give them

confidence in reporting and asserting themselves in situations where they feel unsafe.

VIRTUS® Teaching Touching Safety is a K-12 program being implemented in religious education programs and Catholic schools. This program is a vehicle through which parents, teachers, catechists and youth ministers give students the tools they need to protect themselves from those who might harm them.

The Archdiocesan Office of Safeguard the Children works with the schools and Directors of Religious Education in the parishes to establish these programs. Questions concerning Safe Environment Training can be forwarded to the principal.

1.4 Guidelines For Adults Interacting With Minors At Parish Or Parish School Activities Or Events

Revised August 20, 2007

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. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations. **Please review the following guidelines and sign the “Acknowledgment of Receipt” for the file at the parish or parish school where you work or volunteer.**

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as “restricted individuals” because they are not adults and are not independent
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power
- Staff members/faculty/volunteers must avoid assuming the role of a “father or mother figure” which may create an excessive emotional attachment for all parties
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately

if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful

- Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities
- When staff members/faculty/volunteers are supervising minors or young adults at parish/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 staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian
- Staff members/faculty/volunteers may not drive minors unless it is to or from a 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 or guardian written permission is required for the publication of a picture of a minor
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan

policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not met these requirements

1.5 Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth

Revised August 20, 2007

To ensure the safety of the children in the Archdiocese of Los Angeles, all youth volunteers, both junior high and high school students, including students who are already 18, who work or volunteer with children/youth in school or parish settings must receive training on these boundary guidelines before undertaking their ministry in the Archdiocese of Los Angeles and must sign a Code of Conduct form to verify that they understand their obligations. The form is attached as *Appendix A*.

1.6 Parent/Student Complaint Review Process

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible for striving toward reconciliation and shall act in good faith. Legal representation is not permitted at any meeting or mediation of the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

1.6.a School Level

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.
- If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).
- For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.
- After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

1.6.b Department of Catholic Schools Level

- If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
- The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

1.7 Parent or Parent-Teacher Organizations and Consultative School Council

If the school has a parent, parent-teacher organization and/or a consultative school council, those involved are advised that these bodies exist to support the school and are important for the school's viability, but they have very different functions. Parent, parent-teacher organizations, consultative school councils and their members do not have any authority to act independently on behalf of the school or parish. They are not "agents" of the school or parish and any actions taken must receive the official written approval of the pastor and/or the principal as the case may be.

1.7.a Parent or Parent-Teacher Organizations

The main functions of a parent or parent-teacher organization are to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the parent teacher organization shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school, where applicable.

Financial operation of a parent or parent-teacher organization shall be governed by the regulations for financial operations as found in the parent or parent-teacher organization bylaws.

1.7.b Consultative School Council

The general responsibilities of the consultative school council are in the following areas: strategic planning; policy development; resource development; institutional advancement; advice and counsel with regard to financial planning, management and

reporting; marketing of the school and evaluation of the council's goals and activities.

The membership of the consultative school council should include the pastor, principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines, the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998).

The regional supervisor at the Department of Catholic Schools is available to assist and guide schools in the implementation of a consultative school council.

2 ADMISSION AND ATTENDANCE

2.1 School Student Non-Discrimination Policy

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single sex schools.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

2.2 Inclusion Procedures

Through the mission of the Archdiocese, our schools strive to serve children with varied learning needs. All educators in Archdiocesan schools follow "Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)". Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should consult the student's teacher and principal to determine how best to meet the student's needs. Parents or

guardians may request the "Disability Discrimination Complaint Review Process" from the principal to address unresolved issues.

2.3 Guidelines for Admission to Elementary Schools

- Preferences are given to active members of the parish
- The recommended age for kindergarten students is five (5) years of age on or before September 1, but required by December 1
- The recommended age for first grade students is six (6) years of age on or before September 1, but required by December 1, unless waived by the principal
- All students must comply with current California immunization and health requirements prior to enrollment
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to meet the educational and financial needs of all students
- The pastor and principal will review a student's continued eligibility for enrollment in the parish school
- The school establishes its own procedures for admission and enrollment

2.4 Privacy and Access to Records

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents or guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, the principal and the pastor.

2.4.a Pupil Records

"Pupil records" means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include "directory information" or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute.

Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher's aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

2.4.b Directory Information

"Directory information" means one or more of the following items: pupil's name, address, telephone number, date and place birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access.

Room parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

2.4.c Parent Authorization to Use Child's Personal Information

Whenever a student's image, name, voice and/or work is to be published or used for non-commercial purposes, including, but not limited to, publicity, exhibits, printed or electronic media broadcasts, student publications, marketing or research, parents must execute the *Parent's Authorization to Use Child's Image, Name, Voice and/or Work for Non-Commercial Purposes* giving permission for such publication.

See *Appendix B, Parent's Authorization to Use Child's Image, Name, Voice and/or Work for Non-Commercial Purposes*.

2.4.d Verbal/Written Confidences

Confidential information may be provided by students or parents or guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees are required to respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

2.5 Transfer of Records

2.5.a Student Transfers, Withdrawals and Graduation

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record will be transferred by the former school upon a request from the school where the pupil intends to enroll and a release from the parent or guardian. The original Cumulative Student Report remains at the school.

A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring or entering after graduation should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Register.

Official transcripts are not given to students or parents. The school grants full credit for all work a student accomplishes up to the time of transfer.

Principals may be required by the County Board of Education to report the severance of attendance by any student.

2.5.b Withholding of Records

Under California law, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents or guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, the return of loaned property or unpaid tuition or fees, in accordance with school policy.

2.5.c Cumulative Pupil Record

Full and accurate records, including standardized test results, of each student are entered on the official archdiocesan Cumulative Student Record form and are kept on file permanently. Only authorized personnel have access to these records. Health records are maintained in a separate file.

- Permanent records cards include only the following information:
- Personal and family data with certification of name, place and date of birth of the student and the name and address of the parent or guardian having custody of the student
- Standardized test data
- Transcript of classes
- Attendance information shall be included
- Record of withdrawal or graduation and place to which any copy of the record is sent
- Verification of or exemption from required immunization through high school graduation

2.6. Absence

Principals and teachers are responsible for checking the regular attendance of all students. Every absence must be recorded on the attendance register and record. Elementary schools record absences according to the instructions on the Student Attendance Register.

2.6.a Absences with Acceptable Excuse

When a student has been absent, a written excuse signed by the parent or guardian is required, and the excuses are kept on file for a period of one year. An acceptable excuse includes illness, attendance at medical or dental appointments, funeral services for family members, quarantine directed by County or City Officials or emergency or special circumstances as determined by the school authorities. Excessive unexcused absences may result in loss of academic credit.

2.6.b Extended Absences

When, for family reasons, parents wish to take their children out of school temporarily, the principal and teacher will discuss with the parents the possible effects of such an absence. If a student is absent for an extended time, (e.g., 15 or more days), official grades may be withheld.

*Note: In addition to the policy stated above, the school has its own extended absence policy, which is provided in the **Appendix**.*

2.6.d Leaving School Early

A student may not leave the school before the regular dismissal time without a written request from a parent or guardian. The request must state the reason for early dismissal.

2.6.e Tardiness

A student is tardy if he or she arrives after the time fixed by the school for the beginning of the morning or afternoon session. If the student comes after the designated time, he or she is marked absent half a day. A record of all tardiness is kept in the attendance register and records.

Note: The times fixed by the school are provided to parents and students in the Parent-Student Handbook.

2.6.f Truancy

A student who is absent from school without an acceptable excuse three full days in one school year or is tardy or absent for more than any 30 minute period during the school day on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance office or superintendent of the public school district.

In the event that the school suspects that a student is truant (absent from school, without an acceptable excuse), the school administration will contact the parent or guardian. If the school suspects that the student is a habitual truant (absent three times in a school year, without an acceptable excuse) and all resources at the school level have been exhausted, the school principal will notify the local public Child Welfare and Attendance authorities.

A student who has been reported once as a truant and who is absent again from school one or more days, or is tardy on one or more days, without an acceptable excuse, will be reported again as a truant to the attendance office of the local public school district. A student who has been reported as truant three or more times is considered a habitual truant and is subject to dismissal.

If a student has been absent without excuse, and it is impossible to contact the parent or guardian within 24 hours after repeated attempts, the attendance office of the local public school district, the local police department, Child Protective Services or all of those agencies will be notified.

2.6 Work Permits

Under California law and other relevant laws, a minor student may not work without a work permit issued by the appropriate authority. To obtain a work permit, certain information is required from the student's school. Information regarding work permits and how to apply is available from the California Department of Education website: www.cde.ca.gov.

The minor/student, after obtaining a promise of employment, must obtain a "Statement of Intent to Employ Minor and Request for Work Permit." The minor, the employer and the parent or guardian must each complete their sections and submit the completed application to the school. The school will verify the information entered on the application by the minor and parent or guardian and will also examine the student's records and consult the teacher to confirm the student's satisfactory academic achievement to date. The student must then submit the form to the "work permit issuing authority." If all requirements are met, the work permit issuing authority may issue the "Permit to Employ and Work." The "work permit issuing authority" may be the local public school superintendent, those persons authorized in writing by the public school Superintendent to issue the permit, or a school staff member who has been designated and trained as the work permit issuing authority for the school.

A copy of the signed work permit must be kept in the student's file. For additional information and forms see <http://www.dir.ca.gov/DLSE/ChildLaborPamphlet2000.html>

2.7 Student Accident Insurance

The Student Accident Insurance Program is provided for all full time students in archdiocesan schools/parish. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school or while participating in a school sponsored and supervised activity, including school sponsored sport and extended day programs. This insurance supplements any insurance maintained by the parents.

3. ACADEMICS AND CO-CURRICULAR ACTIVITIES

3.1 Tutoring

If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources.

Teachers may not be paid for tutoring students assigned to their classes. With prior permission from

the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents.

A school may arrange with independent contractors or entities, who are not teachers or staff at the school to provide tutoring on a fee basis. Independent entities must have appropriate licenses, agreements for use of the premises and insurance.

All tutors and entities must comply with the procedures and policies of the extended school day program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

3.2 Counseling Policy

The mission and purpose of the school is education. The school does not assume the responsibilities proper to the family and to society. The school may not assume the responsibility for psychological counseling or therapy because it is not qualified or licensed to provide such counseling or therapy.

The school may engage in the following activities in addition to providing classroom instruction:

- Provide advice regarding academic subjects and student progress in school
- Give limited guidance to students who present with non-academic personal issues or situations
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities
- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent or guardian's expense

In cases of actual or suspected child abuse or neglect or abuse of vulnerable adults, the Archdiocesan Victims' Assistance Ministry is available as a resource. The Victims' Assistance Ministry provides outreach and guidance to those

suffering from abuse; sponsors a faith-based trauma recovery program; and assists in informing parish, school, archdiocesan and governmental authorities of the allegations of abuse or neglect. Referral to the Victim's Assistance Ministry is not a substitute for mandated reporting of suspected abuse. Such a report must be made in accordance with Archdiocesan policy.

4. DISCIPLINE

Discipline in the Catholic school is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development.

Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours.

4.1 Maintenance of Effective Discipline

Effective discipline is maintained when there is

- Reasonable quiet and order in the building
- Positive correction of behavior
- Constant encouragement of acceptable classroom conduct
- Firm but fair treatment of difficult students
- Consistent follow through

4.2 Disapproved Disciplinary Measures

The following disciplinary measures are forbidden:

- All corporal punishment, including shaking and slapping
- Language that is sarcastic or calculated to bring ridicule on the student, his or her parents, or background
- Using religious exercises or important class assignments as punitive measures
- Bizarre and unusual punishments
- Withholding or altering rightfully earned academic grades
- Any disciplinary action that isolates a student without proper supervision

4.3 Detention

- No student shall be required to remain in the classroom during the lunch break, or during any recess. All students are required to leave the school rooms at recess and lunchtime, unless it would occasion a danger to health
- Detention before or after school hours is considered an appropriate means of discipline
- A student shall not be detained in school for disciplinary or other reasons for more than one hour after the close of the school day
- Under no circumstances shall a student be detained at school without the knowledge and consent of the parent or guardian who shall also be informed of the reason for detention and the exact time the period of detention will begin and end

4.4 Suspension

- Any of the reasons listed for expulsion with mitigating circumstances are adequate cause for suspension of a student
- No student shall be suspended from school for more than two consecutive weeks, unless there is an ongoing police investigation of a possible crime, in which case the student may be suspended during the entire investigation
- Notice of suspension must be given to the parents or guardians by telephone or in a conference
- The principal shall schedule a conference with the suspended student's parents or guardians to discuss matters pertinent to the suspension, especially the means by which the parents or guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference
- In no case will a teacher on his or her own authority suspend a student

4.5 Expulsion

4.5.a Reasons for Expulsion

Reasons for expulsion are, but are not limited to, the following offenses committed by students:

- Actions gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery or any threat of force or violence directed toward any school personnel or student
- Bullying, harassing or hazing school personnel or other students
- Open, persistent defiance of the authority of the teacher

- Continued willful disobedience
- Use, sale or possession of narcotics, drugs or any other controlled substance
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises
- Smoking or having tobacco
- Stealing
- Forging signatures
- Cheating or plagiarism
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school
- Habitual truancy
- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- Actions in or out of school which are detrimental to the school's reputation
- Violation of the Electronic Use policies and guidelines
- Inappropriate conduct or behavior unbecoming a student in a Catholic school

4.5.b Procedure for Expulsion

Except in cases involving grave offenses, the following steps must be taken:

- A conference must be held with the parents or guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless behavior improves immediately. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion
- If behavior does not improve, the final decision will be announced at a second conference attended by the principal, teacher, and parents or guardians. If the parents fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a final decision. The final decision rests with the pastor in consultation with the principal
- In no case will a teacher on his or her own authority expel a student

- Full credit will be given for all work accomplished by the student up to the moment of expulsion

4.5.c Written Record

A written record of the steps leading to expulsion must be kept on file with copies of all communications and reports.

4.5.d Cases Involving Grave Offenses

- In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and there is no requirement to hold the initial parent-principal conference
- The procedure involving cases of grave offenses is followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members
- When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents or guardians

4.5.e Time of Expulsion

- An expulsion may be made immediately if the reasons are urgent
- Only in exceptional cases shall expulsion of an eighth grade student who has been in the school one or more years be allowed
- If an expulsion is to take place during the last quarter of the school year or during the last semester in the case of an eighth grade student, prior approval of the Department of Catholic Schools is required before the expulsion can take effect
- If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described below

4.5.f Reporting of Expulsions

All expulsions even if they occur at the end of the year, are reported to the elementary supervisor at the Department of Catholic Schools. The County Office of Education where the school is located may require notification of pupil expulsions.

4.5.g Right to Make Exceptions

The principal, in consultation with the pastor, retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.

4.5.h Home Study

Circumstances may arise which dictate that a student, at the discretion of the principal, be excluded from school attendance for a period of time. This is a remedy for unusual situations and is not considered a suspension. Students may be given tests, *etc.* outside school hours so that grades can be reported.

4.6 Harassment, Bullying And Hazing Policy

The school is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension or dismissal.

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

- **Verbal harassment:** Derogatory comments and jokes; threatening words spoken to another person.
- **Physical harassment:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement
- **Visual harassment:** Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures
- **Sexual harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Students also may be involved in cyber bullying, which occurs when they bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

- Sending inappropriate text, e-mail, or instant messages
- Posting inappropriate pictures or messages about others in blogs, web sites or social communication networks
- Using someone else's user name to spread rumors or lies about someone

Hazing is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

Students are responsible for:

- Conducting themselves in a manner that contributes to a positive school environment
- Avoiding any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing
- If a student is a target of harassment, bullying or hazing, when possible, informing the other person(s) that the behavior is offensive and unwelcome
- Reporting all incidents of discrimination, harassment, bullying or hazing to the principal or teacher

As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

4.7 Student Threats

All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal will notify the police and the Department of Catholic School immediately.

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

The student who has made the threat will be suspended until the investigation by the police and school has been completed.

The decision to re-admit a student who has made a threat will be made by the principal and pastor on a case-by-case basis.

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

4.8 School Searches

Students' legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a **reasonable suspicion** that the search will disclose evidence that the student is violating or has violated the law or a school rule. School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated.

Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in his or her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning his or her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

An alert from a trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a search of the student's locker, car or his or her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

5. 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.

5.1 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, audio and video equipment, flash drives, memory sticks, iPods®, media players, Blackberries®, 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.

5.2 Electronic Communications Systems, Devices and Materials and Users Covered

- a. 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").
- b. All electronic communications devices and materials taken from the Premises for use at home or on the road.
- c. All personal devices and materials brought from home and used on the Premises during regular business hours.
- d. 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
- e. 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.

5.3 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.

5.4 Guidelines for Email Correspondence and Other Electronic Communications

- a. 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.

- b. Email and other electronic communications are not necessarily secure.
- c. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- d. Postings to "All Employees," "All Parents," "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.
- e. Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.
- f. 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.
- g. 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.
- h. 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.
- i. Any device accessed or used by minors on the Premises must include updated and

functioning filters to preclude access to prohibited content. All obscene materials, sexually explicit materials including pornography, and materials that are otherwise harmful to minors or in violation of this electronic communications policy are prohibited and must be blocked. Before allowing minors to access the Internet, a responsible adult must ensure that appropriate content filters are "ON" and functioning.

- j. 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.
- k. 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.
- l. 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.
- m. Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.
- n. Information systems hardware should be secured against unauthorized physical access.

5.5 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:

- a. Violate any federal, state or local laws or regulations.
- b. 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.
- c. 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.
- d. 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.
 - e. Engage in improper fraternizing or socializing between adults and minors.
 - f. 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.
 - g. Post or send chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages).
 - h. 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.
 - i. 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.
 - j. 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*.
 - k. 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.

- l. 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).
- m. 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.
- n. Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.
- o. Bypass (via proxy servers or other means), defeat or otherwise render inoperative any network security systems, firewalls or content filters.
- p. Allow any minor to access the Internet on Archdiocese or Location communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- q. 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.
- r. Access or manipulate services, networks or hardware without express authority.

5.6 Consequences of Violations of Electronic Communications Policy

Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials, and disciplinary action up to and including termination of employment, removal from parish or school activities, expulsion from school, canonical review, referral to law enforcement and other appropriate disciplinary action.

6.

6. HEALTH AND SAFETY

6.1 Emergency Card

Each student shall have an Emergency Card that is complete, current, and readily available to the school. The student's parent or guardian is required to inform the school when there are changes to a home, cell or work phone number or address, the names of persons to notify in case of an emergency, or to any medication prescription for a student. The Emergency Card shall indicate whether or not the parent or guardian gives the school permission to choose a physician in an emergency.

In case of emergency, the Emergency Card will be shown to the paramedics or emergency room staff to authorize treatment, and to advise them if a student has any particular medical needs or is on medication. Therefore, it is imperative that the information be accurate, complete, and up-to-date.

When a student becomes ill or is injured, the parent or guardian will be contacted immediately. If the parent or guardian cannot be reached, another person listed on the emergency card will be contacted.

Only minor and very basic first aid will be administered to students at school; no secondary treatment, such as changing or removing bandages, will be administered. Parents or guardians will be contacted immediately if there is any question regarding the seriousness of or complications arising from an injury.

No medicine of any kind, including aspirin, may be given to students without written permission from parents/guardians. See *Medication Authorization and Permission Form*.

6.2 Examinations and Inoculations

A student, with the permission of the parent or guardian, may be subject to routine tests in school, including auditory, visual, and dental inspection and, upon referral by the principal, to a complete physical examination and/or other professional help.

A tuberculosis patch test and/or X-rays, immunization for prevention of diphtheria and smallpox vaccination may be given only with the explicit written permission of the parents.

6.3 Immunization

All directives regarding immunization, issued annually by the State of California, shall be implemented. No student may be unconditionally admitted to school unless he or she has been immunized against poliomyelitis, measles, rubella, diphtheria, tetanus, pertussis, and varicella for first admission to schools in California. In addition, Hepatitis B immunization is required for students entering preschool and kindergarten. All students entering grade seven are required to present documentation showing the dates when three doses of Hepatitis B and two doses of a measles-containing vaccine have been received. All students entering a California school for the first time must have a Mantoux tuberculosis test.

Immunization is not required for admission if a parent or guardian presents a letter stating that such immunization is contrary to his or her beliefs, or presents a written statement from a physician to the

effect that immunization is not considered safe or reasonably beneficial to the individual student.

6.4 Health Records

Every school must comply with all Health Department requirements. Every school has a Health Record Card for each student enrolled in the school. Upon transfer to another school, the student health records are forwarded with the student's transcript to the receiving school.

6.5 Medical Appointments

Early dismissal for medical or dental appointments shall be granted when the parents/guardians make a request. Parents/guardians are urged to keep such requests to a minimum and encouraged to make arrangements for care during vacation periods or after school hours.

6.6 Medications

The school will not furnish medications. All medications administered at school shall be provided by parents.

- A release stating the nature of the medication, signed and dated by the doctor and also signed by the parent, must be provided. See *Medication Authorization and Permission Form*.
- Medications administered at school must be in the original container and labeled. The day's dosage must be sealed, labeled and have the student's name attached. It shall be in an appropriate container, and kept in the school/nurse's office.
- The student shall come to the office for medication
- Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at school. In the event a student is seriously at risk without an epi-pen or inhaler on his or her person, consideration will be given for a variance.
- Students may not be given medicine prescribed for other family members
- The medication regulations apply to both prescription and non-prescription medications
- Students who are diabetic are allowed to test their blood sugar at school in the health room or office and self-administer medication as necessary. The parent or guardian of a diabetic child must sign the *Diabetic Consent Form* and other appropriate medication permission forms and return them to the school. All medications must be kept in the school/nurse's office and appropriately labeled as described above.

School employees may not administer injections to diabetic children except in emergencies.

No exceptions will be made to the procedure for medication. If parents/guardians do not provide the completed medication form with the prescribed medication, they will have to come to school and personally administer the medication.

6.7 Communicable Diseases

The school cooperates with the local health officer in measures necessary for the prevention and control of communicable diseases in school age children – Education Code, Section 49403(a).

A student who has been absent from school because of a reported communicable disease must have a permit issued by the Public Health Department, a physician, or a nurse before he or she is readmitted to school.

6.8 Allergies

Some students may have severe, life threatening allergies, such as a peanut allergy. While the school will make reasonable efforts to prevent or minimize an allergic student's contact with allergens, the school does not promise an allergy-free environment.

6.9 Student Sexual Conduct and Pregnancy

A primary purpose of Catholic education, whether in a school or in religious education or other parish programs, is to guide young persons in the growth and formation of Christian values and moral conduct, including Catholic teachings on the sanctity of all human and family life and a recognition that the sanctity of family life is enhanced by a loving, permanent and mature commitment.

While psycho-sexual development is an important aspect of the transition to Catholic adulthood, Catholic moral teachings frame this process through age appropriate expressions of affection, friendship and love. Parents are expected to love and respect each other and their children and are to be the principal role models, examples and educators for their children of these teachings. Sexual activity that is unwelcome, that threatens an individual or involves any misconduct by a youth or an adult toward another person not only violates these moral teachings but also may be unlawful under state law. Misconduct, whether it occurs in the school, church, home or elsewhere, may be subject to mandatory reporting laws and can subject youth and adults to criminal sanctions. In certain circumstances, sexual conduct, even if it is apparently

consensual must be reported and can have criminal implications if one of the participants is not yet 18.

However, should a pregnancy occur, the entire school or parish community should offer Christian support to the mother and father to assure appropriate pre-natal medical and counseling care so that the pregnancy can be brought to term and the infant will have an opportunity to grow and be nurtured as a child of God. In such circumstances, the principal, pastor, youth minister and other appropriate staff will meet with the pregnant couple and their parents to plan for the pregnancy, including alternatives to school and religious education arrangements that are appropriate for the medical, health and safety of the child in the womb, the pregnant couple and the school or parish community. In schools, the principal, in consultation with the Department of Catholic Schools and the pastor (for elementary and parish high schools) shall review all aspects of each case and make a determination, based on the particular circumstances, of the need for any schooling accommodations or arrangements.

In cases of pregnancy, the mother and father (if known) should be encouraged and assisted in obtaining professional medical care and professional counseling consistent with Catholic teachings, including teachings on the immorality of abortion, relevant to the pregnancy and the future of both parents and the unborn child. The Department of Catholic Schools in the Archdiocese can assist in the process and serve as a resource for services and referrals.

6.10 Closed Campus

To preserve the academic environment and school security, archdiocesan and parish schools are designated as "closed campuses." No person may enter the campus unless authorized by the school administration. Visitors must present themselves at the school office if they are seeking information or have business to conduct with the school.

6.11 Research Projects and Rights of Parents

Parents must be informed if research projects involving their children are to be conducted at the school and must be provided with sufficient information about the research to enable them to give informed consent. Parents have the right to withhold permission allowing their children to participate in research studies. Parents have the right to withdraw their children at any time from a research project without reprisal.

Parents have the right to request to preview the materials to be used in a research study involving their children. Requests to review the Research Materials should be made with appropriate written advance

notification to the school and to the researcher.

Except in a limited range of research areas where an Institutional Review Board determines that a waiver of assent is appropriate, student assent to participation in a research project must be obtained. If a student reaches the age of consent applicable to the subject matter of the research project, the student must be given the opportunity to provide informed consent. Students have the right to withhold their assent and have a right to withdraw without penalty. Students who are not participants in research studies may not be singled out in any way or penalized.

6.12 Removal of Students from School During School Hours

No agency, organization, or person other than a parent or guardian who has custody or a delegated school employee is allowed to take a student from the school premises during school hours or immediately before or after school.

Exceptions to this rule may be made only:

- By the parent or guardian, when properly identified
- Upon the written request of the parent or guardian after proper verification
- By properly identified law enforcement officers when an arrest is made
- By properly identified representatives of law enforcement agencies, in case of emergency, as determined by the principal

Legally, the responsibility of notifying the parent or guardian of a student taken from the school by a law enforcement officer or representative of a law enforcement agency rests with the law enforcement officer. However, the principal of the school should also immediately inform the student's parent or guardian except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Section 11165 of the Penal Code or pursuant to Section 305 of the Welfare and Institutions Code.

6.13 Interview and Removal from School of Students by Police Officers

Police officers have the right during the school day to interview students who are suspects or witnesses. School personnel should not hinder the release of a student to police officers. School personnel are not liable for releasing students for this purpose, or other legitimate law enforcement purposes, which require taking the pupil from the school if they are taken with "proper standard of care" which is defined below.

When a student is taken into police custody and removed from school during school hours, the school

will inform the parent or guardian except in child abuse cases and will maintain a record of circumstances involved.

Students can be removed from school during school hours by law enforcement only under the following conditions:

- By properly identified representatives of law enforcement agencies who are making an arrest, with or without a warrant, presenting a warrant for the arrest of a pupil, or taking a student into custody without a warrant
- By properly identified representatives of law enforcement agencies when not making an arrest or taking a child into custody as stated above under the following conditions, with the express permission of the parent obtained prior to the release of the pupil and in cases of emergency, when the parents cannot be reached
- By properly identified representatives of a Child Protective Agency when taking a child into custody

Principals must notify the Department of Catholic Schools if a student is removed from school by law enforcement or Child Protective Services.

6.13.a Interview of a Student During School Hours by a Police Officer

Upon presentation of proper identification to the principal or his or her designee, duly authorized representatives of law enforcement agencies and the child protective agencies in the performance of their official duties shall be allowed to interview students in those cases in which an interview out of school hours is impossible, impractical or would duly interfere with the enforcement of law.

Although the law does not require it, the parent or guardian should be informed by the principal that such an interview has taken place, except upon request of law enforcement. It is the policy of the Archdiocese that an adult, either a parent or guardian or school staff person will be present for any interview unless the student selects otherwise.

Before releasing the student for the interview, the principal must exercise the "proper standard of care" which is to:

- Obtain a business card and confirm the identity and official capacity of the police officer and the authority under which he or she acts In the case of the release of the student to the officer, the reason for such an action

- Child Protective Agency workers may interview for the purpose of their legal obligations to investigate reported child abuse or neglect. Child Protective Agency workers are authorized to assume custody to remove a child from school.

Before a student is taken into police custody and removed from the school during school hours, the school will attempt to inform the student's parent or guardian. The school will maintain a record of the circumstances involved. In cases of child abuse, parental notification is the responsibility of police officers.

6.13.b Informing the Parent or Guardian When a Student Has Been Removed from School by a Police Officer

While it is the duty of the police officer to notify the parent or guardian of the person taken into custody or placed in detention, the school principal shall take immediate steps to notify the parent or guardian of the minor regarding the release of the student to the officer and regarding the place to which the student is reportedly being taken, except when a student has been taken into custody as a victim of suspected child abuse. Even in the case of child abuse it is the Child Protective Agency's duty to notify the parent or guardian.

6.14 Guidelines Related to Possession and Use of Alcohol and Controlled Substances

State and federal law prohibit the use, sale or delivery of alcohol to persons under 21 or of controlled substances to persons of any age, without a prescription.

The school will consult law enforcement agencies when an alcoholic or controlled substance violation occurs or comes to the attention of the school with each case to be judged individually.

Students are encouraged to seek help from a school counselor for themselves or their friends when they are experiencing alcohol or controlled substance-related problems that are not publicly known in the school or community. School personnel may provide referrals for alcohol and controlled substance abuse so that help can be offered to parents and students.

If a student is known to be dealing in controlled substances or providing alcohol on or off campus, or if a student is convicted in court for drug sale, possession or use, the student may be asked to withdraw from the school, or may be expelled.

6.14.a Procedures in the Case of Suspected Possession or Use

In cases of suspected use of alcohol or controlled substances on campus, school administrators should follow certain procedures. They should:

- Evaluate observable symptoms
- Attempt to determine if the student is in possession of alcohol, drugs, controlled or other harmful substances
- Interview the student in the presence of an adult witness
- Request the student's cooperation in conducting a search of his or her person and possessions (search may include the student's locker and other locations on the school grounds, the student's car where it is suspected that controlled or other harmful substances may be hidden)
- Determine the need for medical attention; in cases which require emergency medical treatment, contact the parents and follow the instructions on the emergency card
- Recommend examination by a physician
- Provide information to parent or guardian regarding the availability of public or private resource agencies for rehabilitation
- In cases where sale or possession is verified, school administrators follow these procedures:
 - Confiscate all physical evidence obtained as a result of the investigation by sealing the evidence in a container bearing the date and the time of confiscation, the name of the student from whom it was confiscated, as well as the signature of the person(s) who confiscated it
 - Consult with police. The degree of involvement by the police will be determined in each case. If a student involved does not have a history of substance abuse or significant delinquent behavior, the police may determine that no further involvement by a law enforcement agency is necessary
- When a principal or other school official releases a minor to a peace officer, the school principal shall immediately notify the parent, guardian or responsible person regarding the release and the place to which the minor is reportedly being taken
- If an arrest is made and the student is removed from school, a representative of the law enforcement agency notifies the parent or guardian prior to the time that the student would normally return home from

school. If an arrest is not made, the student may be suspended from school. A conference with the parent and the student should be arranged in a timely manner

ST. EUPHRASIA SCHOOL POLICIES

SCHOOL SCHEDULE

The school is in operation Monday – Friday from August 30, 2011 through June 17, 2011. Please refer to the calendar in this book and the yearly calendar for dates listing vacations, early dismissal and pupil free days. School starts at 7:55 a.m. daily, after the line-up bell rings at 7:50 a.m. School is dismissed at 2:40 every day except Mondays. Faculty meetings are held every Monday and school is dismissed at 1:40 p.m. on Monday.

FAMILY PRESENCE AT WEEKLY MASS

As a Catholic school, we recognize that there is no greater opportunity for parent-directed religious education than presence at Saturday evening / Sunday Mass. As a PARISH SCHOOL, it is understood that weekly Mass attendance provides tremendous opportunity for community building in a Christ-centered environment. It is therefore essential to our mission as Catholic educators, in partnership with parents, that families attend Mass on a regular basis. As the primary religious educators of their children, parents are encouraged to consistently follow through on this most serious obligation.

PARENT/STUDENT COMPLAINT REVIEW PROCESS

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible to strive toward reconciliation and act in good faith. Legal representation is not permitted during the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

SCHOOL LEVEL

The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved. If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint). For elementary schools, if the principal is unable to resolve

the conflict, the principal will bring the pastor into the process as appropriate. After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint. If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the Department of Catholic Schools. Please refer to the stated Archdiocesan policies on **Parent/Student Complaint Review Process**.

At St. Euphrasia School, we strive to communicate our policies and procedures to you in a variety of ways, so that all school community members are kept informed. Parents/guardians are encouraged to contact the school, during school hours, with questions/concerns. Every effort will be made to respond to questions/concerns in a reasonable, appropriate and timely manner.

SCHOOL COMMUNICATION: TUESDAY ENVELOPE

Each Tuesday, a weekly envelope is sent home with the *oldest child* in the family. The envelope contains a newsletter (with general school information), weekly bulletin (listing weekly and after school events), and school, Student Council and PTC flyers. The Tues. Envelope information is also e-mailed to families on the same day and posted on the school website. **All** school flyers are distributed to families in the Tuesday Envelope and are also posted on the school website for review and downloading. Flyers may also be distributed through the Friday Folders. It is critical that the contents of the Tuesday Envelope are reviewed by parents/guardians *every Tuesday*. The envelope is then **returned to the classroom the next day**. Subsequent to a Monday holiday, the Tuesday Envelope is sent home on Wednesday of the same week. At St. Euphrasia School, we are committed to helping reduce the environmental impact of duplicate copying in every way we can!

****Note that all school flyers must have the approval of the school principal prior to distribution to students or parents.**

SCHOOL COMMUNICATION: FAMILY ENVELOPE

At the end of each school month, the school office issues an envelope to the oldest child in each family to take home for parent/guardian review. This envelope contains essential information and should be read promptly (with the contents kept for future reference). Included in the envelope are: (1) Tuition and fees information (2) Calendar of Monthly Events; including the Sports Schedule and special activity information or flyers. Every effort will be made to also include duplicate copies of necessary forms and school flyers on our website for convenient download and review. Billing and fees (i.e. sports team fees) are due in the school office **by the 10th of each month**.

ACADEMIC/CLASSROOM COMMUNICATION

The teachers at St. Euphrasia School make every effort to inform parents about their child's ongoing academic progress. Each teacher provides regular communication with parents/guardians weekly or bimonthly, depending on the grade level. This communication informs parents about assignments and projects in a timely manner. This communication does not take the place of parent conferences. As a general rule, the following is the schedule for grade level academic communication:

- Kindergarten Teacher Newsletter & Parent Conferences
- Grades 1-5 Friday folders (sent home every Friday with students)
- Grades 6-8 Friday folders (sent home every two weeks)

At the beginning of the school year, Back to School Nights are scheduled for each grade. . Parents and teachers meet together to learn about classroom procedures, and the teacher's yearly expectations. Teachers will also make every effort to post assignments on the school website (classroom pages), and on the Gradelink classroom pages.

Parents can communicate with their child's homeroom teacher using written, telephone or e-mail contact. Please note that a record of all correspondence is kept in the school office year to year. Teachers are required (by the school administration) to contact parents within a *reasonable* amount of time. This is defined as *within 2 business days*. Teachers are prohibited from using e-mail contact to discuss matters of a confidential nature (concerning any member of the school community) with parents/guardians.

CALENDAR

The official school year calendar (for elementary schools) is issued by the Archdiocese of Los Angeles, Department of Catholic Schools. The official calendar allocates days for pupil instruction and additional days of in service. This calendar is given to each school family by the closing day of school (for the upcoming school year). Yearly, monthly, weekly and sports calendars can also be found on the school website.

STUDENT ACADEMIC REPORTING REPORT CARDS AND PROGRESS REPORTS

The Archdiocesan Report Card is the official vehicle to report student academic progress, non-academic progress, work habits and behavior to students and the parent/guardian. It is issued to students in kindergarten through eighth grades three times per year. The issue dates are listed on the school's yearly calendar.

St. Euphrasia School issues progress reports midway through each trimester (at the 6 week

marking period). Progress reports are e-mailed to parents/guardians through the Gradelink system. Parents/Guardians can also access the Gradelink system to see updated grade postings every two weeks. At the Back to School Nights, each homeroom teacher will provide parents with information regarding grade posting on the Gradelink site. Student in grades K-3 receive progress marks based on the Standards Based Report Card system which was piloted by the school in the 2010-2011 year. The issuance dates for progress reports are indicated in the school's monthly calendar.

EMERGENCY DRILLS

St. Euphrasia School personnel are trained to respond appropriately in the event of emergencies. The procedures for all emergencies are contained in the school's Emergency Plan. The school is required to maintain provisions in the event of a natural disaster/emergency. Fire and Earthquake drills are conducted on a monthly basis. During these drills, students practice safety and security procedures to follow in the event of an emergency.

If evacuation from the school site is necessary, the children will be taken to a designated evacuation center. (Keep tuned to your radio for this information.) When the children are picked up from school or the evacuation center, it will be necessary for someone to sign for the children and indicate where each child is going. EACH child will be released to a parent or to someone **authorized** by the parent (**on the Earthquake Emergency Authorization card**). Keep your child's records updated regarding release to individuals. **NATURAL DISASTERS OR UNEXPECTED EMERGENCIES** require that parents respond as follows:

FIRST DAY – Follow the decisions of the local public schools in our geographic area (Robert F. Frost Middle School, Van Gogh Elementary School, El Oro Way Elementary School, Rinaldi Adult Center). Listen to radio stations KGIL 1260 or KNX 1070 between 6:00 and 8:00 a.m. during an ongoing disaster.

SECOND DAY – Danger will be re-assessed and appropriate action taken. If the school is to remain closed, a reasonable effort will be made to contact you, using the school emergency information and a "telephone tree".

If a student becomes ill or is injured, he/she will be escorted to the Health Room by an adult or another student (if the injury is not deemed "serious"). If necessary, the parent will be contacted. SEE ALSO – Medications and Medical Treatment.

EARTHQUAKE EMERGENCY CARD

All families must complete an earthquake emergency card at the start of the school year. These cards allow for systematic release of students from the school grounds and for necessary

emergency care. Students *will not* be released to adults that are not listed on the family emergency card. It is the parent's responsibility to notify the school of any changes to emergency card information. Emergency cards must be kept current at all times!

EMERGENCIES

Parents are notified immediately of serious injury or illness that may occur during school hours. For this reason, you must notify the school office when there is a change of phone number or persons to be contacted when parents cannot be reached. It is understood that enrollment at St. Euphrasia School confers upon the school the obligation to select emergency care providers in the absence of our ability to reach the parents and that no liability would attach to such a decision in the event that parents cannot be reached.

Note: Emergency contact will also be made through the SCHOOLREACH system.

Parents/guardians can expect that a notification will be made by phone, e-mail and posted on the school website (if possible).

HEALTH RECORDS

Each child has on file a School Health Record. This information is treated with professional care and confidentiality. Students entering school for the first time must present records of all immunizations required by the California Department of Education Health Code. State regulations require that each Kindergarten student (and any new student) have a California Immunization Record on file. Failure to provide the requested verification will result in suspension until the information is received at school. First graders must have a Report of Health Examination for School entry on file. Forms are provided by the School Office. Students who attended St. Euphrasia School in the previous year need only to have health record cares kept current. If there is any additional information that should be listed on the health card, please send the information to the school.

OTHER HEALTH POLICIES

Students undergo required health screenings every two years (alternate classes each year). Vision, hearing and scoliosis screenings are required by the CA Dept. of Education for all schools, public and private. Screenings are done by a licensed health professional. Archdiocesan policies regarding student pregnancy, abortion, HIV/AIDS and other controversial subjects are available from the principal. St. Euphrasia School follows these policies in regards to the subjects listed in this section.

INSURANCE

The student insurance program is provided for all full time students in Archdiocesan schools. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school or while participating in a school sponsored and supervised activity, including school sponsored sport and extended day programs.

LOST AND FOUND

Lost articles may be claimed after school from the Lost and Found area located in the stairwell area near Room 4. Any **well-marked** article will be returned to its owner, whenever possible. Unmarked articles will be held for one month and then stored away until the end of the school year at which time they will be sold at the Used Uniform Sale or given to charity. **MARK ALL ARTICLES WITH YOUR CHILD'S NAME.**

LUNCH PROGRAM

A daily "Hot Lunch" is available to students five days per week by an outside vendor. The vendor used is choicelunch.com. Hot and cold food entrees are delivered to the school daily and distributed by school personnel. All ordering for both lunches and lunch drinks is done online using the choicelunch.com website. The school office facilitates the information gathering and daily distribution of lunches.

LATE LUNCHES

Occasionally, it may be necessary to bring a lunch for your child. Please place it in the Late Lunch Box outside the school gate no later than 11:30am. The office staff will do its' best to get it to your child if there is enough time, but cannot guarantee it. Remember that it is important for your child to come to school prepared each morning and that includes having their lunch with them also. Please respect the fact that the office staff is very busy and appreciates your sending the lunches in the morning with your child.

MEDICAL EXCUSES

Students with a medical problem may be excused for two days from physical education with a note signed by the parent. If a medical excuse is needed for a longer period of time, a signed excuse from the student's health care provider is necessary. Students wearing a cast (hard or soft), braces, crutches (or any other type of medical equipment) as the result of an injury may not participate in any athletic activity during the regular school day or during physical education.

MEDICATIONS

Refer to the Archdiocesan policies in this handbook for this information. If a student needs medication during the school day, the student takes the medication under the supervision of the Health Room personnel. The student must have an “Administration of Medication During School Hours” form on file with the school. Medications must be delivered by the parents or guardian to the health office coordinator in the original labeled prescription bottle, together with the Medication form signed by the health care provider and parent/guardian. Students carrying inhalers must have a physician/health care provider’s release on file stating that he/she may have it with him/her while at school or at a school activity.

MESSAGES/CALLS HOME

Students are not given access to the use of the school phone for personal/non-emergency use. The use of the school phone for students is granted on an emergency or “as needs” basis (i.e. to call home in the event of a rescheduled sports event). If it is necessary to bring an item to the school for a student, it should be brought to the Health Office. Students will only be called out of class if necessary (i.e., for medical appointments). Items delivered to the school will be delivered to the student at the appropriate time.

SNACKS

Time is allowed for a small nutritious snack during recess. Snacks should be eaten while seated outside on a bench away from the school building. Special snacks may be provided for birthdays and are to be dropped off in the School Health Office by 9:30am. ***Birthday parties at school are discouraged. After discussion with a student’s homeroom teacher, parents may bring one snack to school for distribution at a time specified by the teacher (usually during morning recess or lunch).*** Parents are to defer to their child’s teacher as to the type of snacks that are preferred. Please note that students are not allowed to bring glass bottles or thermoses to school at any time.

STUDENT PARTIES

It the policy of the school that birthday party invitations may be distributed at school (when sent to school by the parent of the student) under the following conditions:

- Invitations are provided to give to each member of the class (boys and girls).
 - Invitations are provided for all of the same sex members of the class (i.e. all the boys/girls in the class).
- The invitations are distributed at the sole discretion of the teacher.

The following is the Archdiocesan Policy on mixed parties: Mixed parties involving the students of the upper grades, even though these parties are held at home, are especially discouraged. Parents are asked to cooperate with this regulation, even though strictly speaking, this matter of parental sponsored parties is one primarily involving parental control and not that of a school. The only exception to this rule would be in the instance of a school-sponsored Graduation Party should that be deemed appropriate by the pastor, principal and parents.

VERBAL/WRITTEN CONFIDENCES POLICIES

Teachers, counselors, and other school personnel must respect the verbal or written confidences of adults and students, except in cases where the health and safety of the student or others is involved.

ADMISSION & ATTENDANCE POLICIES

GUIDELINES FOR ADMISSION

- Preferences shall be given to active members of the parish.
- Under Archdiocesan guidelines for financial considerations, the optimum number of students per classroom is thirty-five (35).
- The recommended age for kindergarten students is five (5) years of age on or before September 1, but required by December 1.
- The recommended age for first grade students is six (6) years of age on or before September 1, but required by December 1, unless waived by the principal.
- All students must comply with current California immunization and health requirements prior to enrollment.
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to serve the educational needs of all students.
- The pastor and principal will review a students’ continued eligibility for enrollment in the parish school.

New students apply for fall enrollment starting in February of the previous year (after Catholic Schools Week). A non-refundable registration fee is due at that time. All new students and their parents are required to meet with the Principal or Grade Level Chairperson of the school prior to admission. The following are requirements for admission to St. Euphrasia School:

- Grade level readiness testing for all students.

- Required forms/fees are completed according to the specified deadlines
- Kindergarten students must turn five on/before September 1, and first graders must turn 6 on/before September 1 (unless waived by the principal, in consultation with the primary grade level chairperson).

Returning students re-enroll for the subsequent school year each March. St. Euphrasia School strives to have Catholic education accessible to all parish families.

INCLUSION PROCEDURES

Through the mission of the Archdiocese, our schools strive to serve children with varied learning needs. All educators in Archdiocesan schools follow “Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)”. Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should consult the student’s teacher and principal to determine how best to meet the students needs. Parents or guardians may request the “Disability Discrimination Complaint Review Process” from the principal to address unresolved issues.

SCHOOL NON DISCRIMINATION POLICY

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student’s emotional, academic and physical abilities and the resources available to the school in meeting the student’s needs.

ATTENDANCE, ARRIVAL & DISMISSAL PROCEDURES

ATTENDANCE

Parents and students must realize the importance of consistent attendance at school –

especially with regard to punctuality each day. Under California law, students are expected to attend school every day, unless there is a valid reason for an absence. All children who are between the ages of six and eighteen must be enrolled in school. A student who is absent from school more than three consecutive days (without written or verbal notification to the school) is considered truant. Students who are habitually absent are then subject to dismissal and a report of student absences is submitted to the local public agency Student Attendance Review Board.

ABSENCES

Upon returning to school after an absence, a written excuse stating the reason for the child’s absence must be presented to the teacher (State of California Education Code). If a child is absent from school, you must notify the office before 9:00 a.m. The school accepts no liability for a student absence unless the parent has contacted the school to inform the school that the student will not be attending for the day. Students who come to school repeatedly without parent notification of the reason for absence will be required to come to the office for a re-admit slip that will be sent home for parent signature.

If a child is diagnosed with a contagious disease (i.e. lice, chicken pox, streptococcal virus, or conjunctivitis, etc.), kindly notify the school Health Office so that precautions can be taken and notifications sent home. In most cases, a physician’s statement will be required for the student to be able to return to school. A child should not return to school after an illness until a normal body temperature is maintained for a 24-hour period.

MEDICAL APPOINTMENTS

When time is spent in medical and dental appointments, this is referred to as a medical absence. A note from the doctor or dentist must be presented to the school before the absence can be entered in the Attendance Register as a medical absence. Frequent absences of this type are detrimental to the student’s class work and should be kept to a minimum.

EXTENDED ABSENCES

Parents must notify the principal, and notify all of the child’s teachers in writing at least two weeks prior to departure. When a student is absent for an extended time (twenty (20) or more days in a trimester), official grades may be withheld, and the student is at risk for an “incomplete” notification on their permanent school record. This decision is left to the judgment of the principal in consultation with the teacher. Advance assignments will be given at the discretion of the teacher(s).

Students who are absent or tardy are held responsible for any work they may have missed. Students who miss more than 20 days per trimester

are subject to failure. An incomplete may be given and all assignments/test will have to be made up upon the student's return within a time limit set by the teacher(s). If the work is not completed in the specified time, the incomplete becomes a failure (F). Policies on being able to make up testing and **ASSIGNMENTS** are as follows:

- Make-up tests are left to the discretion of each classroom teacher (teachers are given flexibility to set classroom policies with regards to make-up tests). If a student is not able to take a test due to school scheduling issues/unavailability of school staff to administer/monitor a test, the teacher will consider dropping the test grade from the overall subject average. This step will be considered *if the student has made a good faith effort to make up missed work and assignments*.
- Students are required to complete long term assignments (projects, reports) regardless of absenteeism.
- Parents are asked to contact the school if the child will be absent for an extended period of time. Arrangements can be made with the homeroom teacher/principal if the student needs extra time, or there are mitigating circumstances.

TARDINESS

It is the responsibility of the parent to see that the student arrives at school by 7:50 a.m. each day. Students who are not in line when the final bell rings (7:55 a.m.) are considered late to school. Late students must report to the Health Office to receive a tardy slip. Any student with three tardies in a week is subject to administrative referral. Habitual tardiness (without a valid excuse) is a serious disregard for school regulations and may be reported as truant to the Department of Social Services. Plans should be made to avoid unexpected delays. Students who are tardy in excess of 15 days per trimester are ineligible for Honor Roll recognition.

ARRIVAL/DISMISSAL CARLINE PROCEDURES

The established carline procedure was designed by the Los Angeles Police Department, Traffic Safety Division to ensure optimum safety and security of all students. **All parents are required to use the school carline procedures for arrival and dismissal pickup of their children.** There are no exceptions to this, except for special circumstances granted by the school principal. Adherence to this policy ensures the safety of our children during the times when cars are entering and leaving the school grounds. Students are to arrive at school driven through carline by their parents or guardians. Upon arrival at school, a parent volunteer helps them out of the car. The student is then directed to proceed to

their designated class line-up area, where they wait quietly until the "line up" bell rings at 7:50 a.m.

For afternoon dismissal, students are walked to their carline areas (grade level designation) by their homeroom teacher. Students are to remain in their designated area until they are notified that their parent/guardian is in carline, waiting to pick them up. Students who are not picked up by 3:00 p.m. are signed into the Knights Club After School Day Care Program.

The zone in the front of the school is designated as a No Parking Zone by the L.A.P.D. Parking is prohibited there at all times. The Mayerling gate is for pedestrian use only. **Students may NOT be dropped off at this gate.** The front gate of the school is kept locked at all times and all school community members/visitors are required to check in with the school office. The pastor and principal may amend carline procedures at any time to ensure the maximum safety and security of students. Students that reside in the local area may be walked to school by a parent/guardian. Students and parents are asked to use the Shoshone Street walkway (near the church), or the Mayerling St. front entrance gate. Please note that students will not be allowed to cross carline, or to walk outside the perimeter of the coned off areas/driveways (even if accompanied by an adult!).

EARLY DISMISSAL

Occasionally, a student may have a medical appointment and needs to be picked up early in the Health Room. At no time during the school day are pupils allowed to leave the school grounds, even during recess or lunch period, unless the student has been signed out by a designated adult (parent or those adults indicated on the student's emergency card). If arrangements have been made for the child to be picked up, the parent or legal guardian must present himself/herself to the school Health Office (not the classroom) before the child is released. The child is then signed out and released to the authorized adult.

If someone other than the parent or guardian is picking up the child, a signed note from the parent or legal guardian must be presented before the child will be released. A child who re-enters school the same day must sign in at the school office and receive an admittance slip to go back to class. Students who do not have signed parental permission will not be allowed to go home with any other individual, including another student.

AFTERNOON DISMISSAL

When the final bell rings, teachers will walk their students out of the classroom to the designated grade assembly areas. Students are to:

1. Go directly to carline and assemble with their class group,

- under the supervision of their teacher.
2. Sit in their assigned area with their classmates, until their name is called.
 3. Walk forward and wait for an adult to guide you to the parent waiting area.
 4. Students who remain after school for activities should report to their carline area first. Student athletes wait for their coach/instructor in the carline area.
 5. Anyone who walks home uses the Mayerling St. exit that is closest to the office, or the church steps that access Shoshone Street. Students are to use the sidewalks and the crosswalk at the intersection of Mayerling and Shoshone Avenues. Students who walk home from school must have written permission from their parents on file in the school office. Students must be thirteen years of age or older for this permission.
 6. Knights Club (Extended Day Care) students report directly to the hall after being dismissed from their class carline area by their teacher. They are required to report to the Day Care personnel for sign in.

TRANSFER OF RECORDS/STUDENT TRANSFERS AND GRADUATION

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record shall be transferred by the former school upon a request from the school where the pupil intends to enroll. The original Cumulative Student Report will remain at the school. A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring or entering after graduation should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Register. *Official transcripts are not given to students or parents.*

VERBAL/Written CONFIDENCES

Confidential information may be provided by students or parents/guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees must respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

TUITION & FEES

Tuition payments are processed through the F.A.C.T.S. Management Company. Families have the option of paying tuition/fees in full, or by monthly payments. There are no exceptions to our tuition policy payment structure. The tuition schedule is

reviewed each year and the information is published in the form of an annual *Tuition Schedule*.

Tuition assistance is available for families that qualify. An application for this assistance must be made to the school principal prior to March 15 of each year. Tuition assistance is guided by the FACTS Grant Aid and Assistance Program and all applications are reviewed by the School Finance Council members. Tuition assistance grants are awarded by April 30th of each year.

Monthly fee and program information is sent home in the Family Envelope each month (see Communication – Family Envelope). All payments are due on the first of each month. No payments will be accepted after the 10th of the month. St. Euphrasia School does not accept post dated checks and **a fee of \$25 (per check) is assessed for any returned checks.** **Service hour** accounting is submitted on a monthly basis, using the blue service hour coupons in the Family Envelope. A listing of service hour opportunities is contained in the **KNIGHTS** newsletter each Tuesday. All school families are expected to follow the published enrollment and school support guidelines for PTC, parish and the school's SCRIP program. Eligibility for a student's re-enrollment (each school year) is dependent upon each family's willingness to support our school educational and administrative policies.

The following are important dates to remember:

January 30, 2012– completion of at least 20 service hours for families on Tuition Plan A.

March 1, 2012 -Student Registration and fees for the 2011-12 year due.

March 30, 2012 – Financial Aid applications due for the 2011-2012 year.

April 1, 2012 – Notification of re-enrollment acceptance

June 5, 2012– completion of 40 hours of service (Exceptions: 8th grade activities).

Please note: Uncompleted service hours are charged at the following rates: One child/family @ \$10.00/hour; Two children/family @ \$18.75/hour; Three children/family @ \$25.00/hour; and Four children/family @ \$40.00/hour. *These rates are for uncompleted service hours and are calculated by subtracting the Plan A tuition rates from the Plan B rates and dividing by 40 hours.*

In addition, parents of 8th grade students can claim a maximum of 6 hours for end of year/graduation activities.

SCHOOL FEES

The school fees include the cost of consumable textbooks, testing, special grade level fees (i.e. Graduation, 6th grade Outdoor School) and field trip fees. Specific information on the breakdown of fees can be found on the tuition agreement statement given to every family each year. Students

are also charged for enrollment/participation in all Knights Club activities (after school sports, after school enrichment classes). The fee assessed is based upon the individual vendor or school activity rate.

Families are expected to actively support the PTC fundraising goal each year. Each family is expected to contribute a minimum amount on a yearly basis. The requirement can be met through fundraising support and participation or by cash donation. Families are also expected to be supporting members of the parish, using the monthly envelope system to contribute a minimum amount of support each year (calculated from January to December).

TUITION ASSISTANCE

The financial support of parish and school programs for the education and formation of children and youth is the responsibility of the entire Catholic community. However, the primary financial responsibility for the education and formation of the individual child resides with the parent, through the payment of tuition and fees. Parents who are unable to pay the published tuition rate are required to negotiate a written amended payment plan that will enable them to pay a negotiated rate in full during the school year that the child attends school.

All families applying for tuition assistance are required to follow the published timelines and procedures required by the school/parish. Applications are submitted through the FACTS Grant Aid and Assessment Service are also reviewed by the pastor/principal and the School Finance Council. Tuition assistance is determined by demonstration of need, verification of that need, and available school resources. It is recognized that during the course of a school year, there can be circumstances that can affect a family's ability to pay tuition. At that time, parents/legal guardians should contact the school principal/pastor to discuss financial arrangements.

Discipline

At St. Euphrasia School, the discipline program includes all members of our school community (students, school administration and staff, and parents). The purpose of a well-disciplined school is to ensure the following:

- Provide classroom settings that are conducive to learning and to the principles of our Catholic faith without distraction.
- To educate students in the appreciation and importance of developing responsibility, self-discipline, and the ability to choose right from wrong.
- To build a sense of Christian community in a safe and caring environment supported by all members of the school community

- Reinforce and emphasize the fulfillment of our school's student learning expectations (SLE's), philosophy and mission statements for all students.

Teachers establish basic classroom discipline procedures that are necessary for self-discipline. These basic classroom rules are geared to the age level of their students. Students are expected to follow classroom and school rules at all times. Positive reinforcement and recognition is the reward for doing so. Teachers also establish a hierarchy of consequences to remind students of expected behavior. All classroom consequences conform to school wide discipline standards that are based upon our Student Learning Expectations (SLE's). Students receive daily points for following the school discipline plan. These points are then reflected in the student's report card grade for behavior. All students are expected to be academic and responsible learners.

There are times when the teacher may need to notify parents/guardians that a student has not responded to the discipline rules, after repeated reminders and warnings. The teacher may then give the student a **REFERRAL SLIP**. When this is done, the principal or vice-principal will conference with the student. In most cases, the student is sent to the office with a **REFERRAL SLIP**. Classroom, Playground, Uniform and Office Referrals are issued for repeated disregard of classroom rules and school policies. All referrals are sent home for parent signature.

Upon the occurrence of a second office referral, a **CONDUCT REPORT** is sent home. The report must be signed by the parent and returned to the school principal. Two Uniform Referrals will also result in a **CONDUCT REPORT** being sent home. Students in Grades 4-8 will serve forty-five minutes of after-school/lunch/recess detention upon receipt of a Conduct Report. The Vice-Principal supervises referral procedures and detention. During detention, students are involved in playground or classroom cleanup activities. When lack of improvement on the part of the student is evident, it becomes necessary for the principal/vice-principal to request a conference with the parent, the teacher, and the student present.

Students are issued a behavior grade each trimester that reflects their adherence to our student learning expectations and the school/classroom discipline rules. The behavior grade counts towards a student's honor roll status. Students who receive a referral slip do not receive points for that day, and this loss of points is averaged into the points necessary to receive an exemplary behavior grade each trimester. Students who receive a Conduct Referral are ineligible for honor roll status for the current trimester and are also ineligible for extra-curricular school activities for the remainder of the school year (Student Council, after school sports, etc.).

PLAYGROUND DISCIPLINE

In order to maintain a safe and healthy atmosphere on the playground at all times, students must exercise self-control. Yard Duty Supervisors and teachers are here to assist and must be treated with respect at all times. Students are to:

- Play in grade level designated areas.
- Follow all directions given by yard duty personnel, including parent volunteers.
- Use only playground authorized equipment.
- Play games that are safe and approved by the school.
- Walk to and from all lunch, restroom and playground areas for the safety of everyone.
- Eat quietly in the lunch areas, and remain seated until dismissed by the Yard Duty aide.

The following consequences will be implemented when a student requires reminders of acceptable playground behavior:

- Students are first issued a verbal warning by supervisory personnel on the yard.
- The student may then be asked to sit on a designated bench where he/she can be closely supervised by adult personnel.
- Continued disregard, defiance, or disrespect of school rules will then result in the student being sent to the office or given a **Referral**.
- A Conduct Report (requiring after school detention) for behavior for behavior that impedes the safety and security of others may be considered for serious violations.

Skateboards, roller blades, and skates are not allowed at school at any time. Students who bring these items to school will be referred to the office, and the items will be held in the school office (by the principal) until a parent conference can be set up. The use of these recreational items can also damage school property (benches used as “ramps,” etc.). Students who engage in this type of activity will be subject to immediate suspension.

DRESS CODE

Each year the school provides every family with an updated summary of the dress code. The school administration reserves the right to make reasonable changes to the uniform standards at any time. Uniforms are purchased from Dennis Uniform Manufacturing Company. Parents and students are expected to cooperate with the uniform code. Issues relating to dress or appearance of a student that are not specifically mentioned in the parent/student handbook, but are inconsistent with the school's regulations, may be deemed unacceptable at the discretion of the principal.

All uniforms are to be clean and neat, and personal modifications to the school uniform are not allowed. All students are required to follow the uniform policies that are specified in the Dennis Uniform pamphlet that is given to all school families

when they enroll in the school. In addition, the following uniform policies are required to be followed:

- Boys and girls are expected to have their polo shirts tucked in, with a plain black, navy blue or brown belt.
- Shoes must have a rubber sole, and cannot exceed 1 ½ inches in heel height. Shoes must be white, black, brown or navy blue. They must be one color, free from obvious trims/logos. Tennis shoes can be worn, following the guidelines specified. Shoes must be constructed of leather or suede. Canvas/fabric shoes are not allowed. Van style shoes are not allowed.
- Socks must be of crew sock style only, covering the ankle. Plain white, navy blue, or black socks are allowed.
- Haircuts must be of a traditional style, not covering foreheads, ears or necks. Hair must be neat and clean, with no distracting accessories. Hair color must be of a uniform, natural color with no evidence of hair dyeing, bleaching, or tinting.
- Girls' jumpers, shorts, skirt/skort hemlines must be no less than 3 inches above the top of the knee.
- Jewelry for boys and girls is limited to a watch, and small religious medals/necklaces. Bracelets and earrings that extend below the ear are not allowed. Boys are restricted from wearing earrings. Hats, body piercing and tattoos are prohibited.
- Makeup and fingernail polish (including non-natural nails) are not allowed.

Students may wear plain white or navy blue long sleeve shirts under their uniform shirts on cold days. All jackets/ sweatshirts must display the St. Euphrasia School logo.

NON-UNIFORM DRESS CODE

Non-uniform dress days are established for various activities throughout the year. These days are considered a student privilege. Students are expected to adhere to acceptable grooming standards and neatness on these days. Shorts/skirts must conform to the uniform guidelines, and shoes must be sturdy, closed toe and flat soled.

The following types of clothing are **unacceptable** on these days:

- Baggy, faded, torn, bleached, or cut clothing of any kind
- Jeans (unless it is a designated “Jeans Day”)
- Undershirts, bare midriff, tank or spaghetti strap tops
- Clothing with inappropriate slogans or logos on clothing

ACADEMICS AND CO-CURRICULAR ACTIVITIES

The basic curriculum established by the Department of Catholic Schools consists of: religion,

reading, language, spelling, handwriting, science, social studies, health and safety, art, music, physical education and computer literacy. Enrichment opportunities offered at St. Euphrasia School are: Writing Starz/Computer Center (K-8), Accelerated Reader (grades 4-8), Spanish (grades 6-8), and Library (grades 1-8) and the Academic Decathlon Program (grades 6-8). Field trips, guest speakers, and cultural arts performing groups also enrich the basic curriculum.

The curriculum guidelines established by the Department of Catholic Schools meets/exceeds California state standards. During the 2011-2012 school year, St. Euphrasia School will begin to align all instruction within the Common Core (National) Standards for the subjects of language arts and mathematics. All students in grades 2-8 participate in a standardized testing program, administered in the fall of each school year. Information and newsletters about the school's standardized testing program and yearly results can be requested from the school principal. This information is published a minimum of two times/year in the school's Tuesday Newsletter.

ACCREDITATION

St. Euphrasia School is fully and jointly accredited by the Western Catholic Education Association (WCEA) and the Western Association of School and Colleges (W.A.S.C.). The accreditation must be renewed every six years. St. Euphrasia School underwent accreditation during the spring of 2011. The school is fully accredited through June, 2017 (a full 6 year term).

ACADEMIC COMMUNICATION

It is important that parents and teachers recognize the necessity of proper communication. Any matter involving a student's work or behavior should be discussed with the teacher first. Call the school and leave word with the school office personnel. Teachers/Administrative staff will get back to you with a suitable time and place for the conference. Parent-Teacher Conferences are scheduled for the entire school at the end of the first trimester reporting period (December). Letters with the date and time for the conference are sent home in the Family Envelope one month prior to the conference dates.

PRINCIPAL'S HONOR ROLL

In order to encourage students to work to the best of their ability, students will be named to the Honor Roll if they maintain the following standards in Grades 4-8:

1ST HONORS: (A Honor Roll) 3.5 – 4.0 grade pt. average.

2ND HONORS: (B Honor Roll) 3.0 – 3.49 grade pt. average.

Averages are based on grades in the following subjects: Religion, Reading, English, Spelling,

Mathematics, Science, Social Studies, and Behavior. All subjects must have a passing grade, and not more than a total of six (6) check marks can be received in study skills, behavior or social habits. Any student who receives a D, F, or Unsatisfactory in any subject is ineligible for the honor roll. Students who have received a grade of "C" or below for a behavior grade, who have received a Conduct Referral notice, or who have excessive absences/tardies are also ineligible for honor roll recognition. The following is a reference of how grades are reported:

Kindergarten – Grade 3 - Trimester Progress Reports are issued using a Standards Based Scale of 1-4 indicating the student mastery of the stated instructional standard.

Grades 4-8 – Trimester Reports

Grading/Skills:

A = 93 – 100% B+ = 90 – 92% B = 87 – 89%
C+ = 80 – 84% C- = 70 – 74% C = 75 – 79%
D = 65 – 69% F = 64% & below

CITIZENSHIP, ATTENDANCE, AND SPORTS AWARDS

Outstanding class citizens are selected on the basis of Christian attitude and behavior, relationship with peers, commendable behavior in the classroom and on the playground, and responsibility. This recognition is designed to go to those students who clearly and consistently do more than the basic requirements of proper conduct. Their names are published on the roster with the Principal's Honor Roll, and they receive special recognition at the Awards Assembly. Students can also receive awards of Christian Character, Academic Effort and Sportsmanship at the monthly awards, held each First Friday of the month, starting in October of each school year.

The First Friday awards are determined by each homeroom teacher, and are distributed after Mass on the designated Fridays all year long. An award for Perfect Attendance is awarded at the conclusion of each trimester for the students who were not tardy or absent for the entire grading period. Sports awards are presented two times per year for fall, winter and spring sports. Recognition is given to the athletes on the school athletic teams. Sports awards are given out at scheduled sports assemblies.

ANNUAL SPELLING & GEOGRAPHY BEES

The Spelling Bee is conducted on the day of the scheduled Jogathon. Awards and school recognition are given to the top student spellers in each homeroom class. Students are also encouraged to participate in local events, such as the Knights of Columbus spelling competitions. The Geography Bee is held in January of each school year. St. Euphrasia School follows the guidelines of the National Geographic Society for the competition. Students in grades 4-8 can participate. Classroom

winners compete in a school competition. The winner of that competition is then entered into the local championships for southern California.

GRADUATION

Eighth grade students are expected to achieve grade level proficiency in order to merit promotion to high school. Students are also required to meet service hour requirements prior to their graduation. A notice will be sent to the student's enrolling high school if they have failed to maintain grade level proficiency. Final grades are sent to the high school at which the student was accepted. All required tuition and fees must be paid in full in order for a student to participate in graduation/end of the year activities.

Awards are presented at graduation for students who have achieved the following: Honors Entrance to High School, Honor Roll Status for the previous two years (grades 7 & 8), and good citizenship during their years at St. Euphrasia School. The President's Awards for Academic Achievement are also awarded to students who maintain consistent Honor Roll status and who achieve a high score standard on a national exam. The Peacemaker (Gloria Carrillo) Service Award is presented at graduation to one student from the 8th grade. Additional service awards are distributed for Parish (Altar Servers) and School (Student Council Officers) service.

ACADEMIC PROBATION AND RETENTION

At the end of each term, if a student is below grade average in academic subjects, behavior or work habits, she/he may be placed on probation for the following trimester. In that event, parents will be notified, and the student and parent may be required to sign a probationary agreement. Non-compliance to this agreement may prevent the student's continued enrollment at St. Euphrasia School.

In the Catholic school setting, our mission is to "Teach as Jesus Did". The Support Team Education Plan (STEP) is a process to address the needs of the students in our schools and to facilitate participation in the Catholic school curriculum. We are called to celebrate the unique gifts of each child, which are a reflection of God's love. Students who display difficulty in being able to meet grade level standards may be referred to the school's STEP (Support Team for Education Planning) process. The student's classroom teacher will make the initial referral to the school administration, after classroom interventions have been attempted. Parents are an integral part of the planning process and will be notified of referrals within one week of a student's referral.

The decision to retain a student is made subsequent to the student referral for the STEP process. The decision is based upon consideration of the overall welfare of the student, academic,

emotional, and social maturity factors. If the student is not retained, they may be given a "conditional pass" in the subject area of concern. This means that the student is required to complete a summer school program that is a minimum of 45 hours of instruction in core subjects (reading, math, and writing). The successful completion of the required summer school program will then allow the student to enter the subsequent grade level in the fall.

TUTORING

St. Euphrasia School follows the Archdiocesan policies in regards to this subject.

COUNSELING

Please refer to the Archdiocesan policies for this information.

HOMEWORK

Assignments by teachers will either reinforce material already taught, or foster habits of independent study. Students receive math homework daily in grades 1-5, and students in grades 6-8 receive math homework every day they attend math class. Written homework will NOT be assigned on weekends or other holidays unless make-up work or long-range assignments are required. General guidelines for homework time allotments are the following: Not to exceed ½ hour in Grades K-2; not to exceed 1 hour in Grades 3 –6 (but long-range assignments may take extra time); not to exceed 2 hours in Grades 7 – 8, except long-range assignments.

WRITING STARZ COMPUTER CENTER

Students in Grades K-1 visit the center daily for added instruction and review of their classroom language arts program. Students in Grades 2-3 are scheduled to use the Computer Center two – three times per week for additional language arts and math instruction. Students in Grades 4-5 take part in computer center instruction twice per week, for language arts and mathematics curriculum enhancement. Students in grade 6 are scheduled into a computer skills class (that stresses the use of Microsoft Word, Excel and Power Point programs) two times per month.

Student in grades 7-8 are scheduled to use the computer center for special projects, research and academic assignments. Additional computers are available in the classrooms and in the school library. Each classroom (grades 1-8) is equipped with a projector that is connected to the classroom computer.

St. Euphrasia is networked using a LAN server. On the first day of school, an Acceptable Use Policy is sent home with each student listing all L.A. Archdiocese Department of Catholic School and St. Euphrasia School policies. *All members of the school community, including students and parents/guardians*

are expected to follow the policies set forth in the Acceptable Use Policy.

FIELD TRIPS

Field trips are of educational and cultural value directly related to the curriculum. A minimum of one field trip per year for each grade is scheduled. Each trip is carefully planned to include preparation, follow-up, and specific goals for the students. All field trips must comply with the following requirements:

- Prior permission of the principal.
- Signed and dated Student and Youth Activity Permission Forms and Emergency Medical Authorization from parents. All Permission and Authorization Forms must be in the possession of the supervising adult (teacher or coach) during the trip. Copies of the forms are also kept in the school office.
- All participants must have appropriate identification and travel documents.
- All archdiocesan policies on safe environment must be followed, including background checks for vendors providing the trips, as applicable.
- For trips outside the 100 mile radius of the school, guidelines must include consideration of the ability of parents to incur cost, the financial impact of the trip on other school fundraising activities and class work missed by students.
- State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips. First aid kits must be carried in all vehicles transporting students to school sponsored activities. Student emergency information must be immediately available to the supervising adult. At least one adult chaperone shall be in possession of a cell phone. A snakebite kit must be included in any area where there may be poisonous snakes.
- The use of parent chaperones on field trips is *at the discretion of the classroom teacher, in consultation with the school principal*. The number of adult chaperones required varies for each field trip and for each grade level.
- The Room Parent helps the teacher to organize and coordinate chaperones, at the sole request of the classroom teacher. Parents who have met/exceeded the previous year's service hour requirements (40 or more service hours for the previous school year) will be given primary consideration for accompanying their child's class on a field trip. The final determination of parent chaperones will be made by the classroom teacher and the school principal.

- Transportation may be by personal car, school or chartered bus or van, boat, or air plane.
- School employees, including teachers and coaches, shall not drive students to or from athletic and co-curricular trips or events.
- Parent/guardian volunteers driving students in their own cars must be at least 25 years of age, have a clean driving record for the past three years, a valid Class C driver's license and current, valid California automobile insurance with limits of at least \$100,000/300,000. Each vehicle must have individual seat belts for each student. A copy of the parent/guardian's driver's license and insurance declaration page must be kept on file at the school.

FINE ARTS

Students in grades K-8 receive weekly instruction in music and art. Students in all grades participate in music and art activities that are central to monthly school themes and special activities and traditions (i.e. The Christmas Program, Grandparent's Day, The Arts Festival, etc.). Students in grades 6,7, & 8 participate in the school activities and are placed in a fine arts class (music or art) each trimester.

LEARNING LAB

This program is supervised by a teacher who assists students who may require extra support (or enrichment) to achieve grade level proficiency in core subjects (reading, math, language arts). Students are referred to the Learning Lab by their homeroom teacher, and parent permission is obtained for all students. Students are provided with 1:1 and small group instruction to help them build proficiency in grade level skills. Students who participate in the Learning Lab program are regularly monitored through the school's STEP process.

LIBRARY

Grade level appropriate library skills are taught in the classroom. Students in grades 1-5 visit the school library on a weekly basis. Students in grades K, 6, 7, and 8 arrange library time with the school librarian. Books are checked out for a period of one or two weeks. The library is staffed by a part-time librarian and by parent volunteers. Students in grades 4-8 use the Accelerated Reader program to encourage reading proficiency and success.

PHYSICAL EDUCATION

More popularly known as P.E., physical education is a vital link in the total education process. Exercise, running, motor and progressive skills are provided at all grade levels. Through instruction in various games, individual and team sports, students are made aware of good sportsmanship through active involvement with their classmates outside of the classroom. A detailed summary of the Dress Code,

standards for Boys and Girls, Grading Process and Weekly Schedule is sent home in the Family Envelope at the start of the school year.

SACRAMENTAL PREPARATION

Families of students in Grade 2 must be willing to participate in the Parish Sacramental Program that is conducted in cooperation with the Parish Religion Education Office. Participation in this program is required as an established partnership between the parents and parish community. Participation is a condition of the child receiving the sacraments of Reconciliation and First Communion. The program for parents and children begins in the fall of their second grade year. Dates and times for classes will be mailed to each parent and posted in the various school and parish calendars.

STANDARDIZED TESTING

Standardized grade level testing is administered to all students in Grades 2-8, per Archdiocese of Los Angeles, Department of Catholic Schools policy. The test used is the Iowa Test of Basic Skills and it is administered to students in the fall of each year. The Assessment of Catholic Religious Education (ACRE) is administered to students in grades 5 and 8 each year. The assessment is designed to assess the religious knowledge and outcomes of Catholic schools and parish religion programs.

SUMMER PROGRAMS

The principal is responsible for the over-all administration of all summer programs. All archdiocesan policies are applicable to summer programs. The principal may delegate the day-to-day operations of the summer programs. Each year the decision to have a summer program is left to the sole discretion of the principal and, in the case of parish schools, the pastor. Considerations for implementing a summer program must include financial feasibility, purpose (e.g., enrichment, remedial, etc.), and demand for the summer programs. Teachers have no right to employment in the summer program. Teachers employed in past summer programs have no tenure rights.

YEARBOOK

A yearbook is published annually by the 8th grade students and the Yearbook Advisor. Parents and interested persons may subscribe to have special messages in the yearbook. Yearbooks were included in the tuition fees and are distributed before graduation in June.

EXTENDED DAYCARE/ EXTRACURRICULAR PROGRAMS

KNIGHTS CLUB/EXTENDED DAYCARE PROGRAM

The **KNIGHTS CLUB** extended daycare program is offered for regularly enrolled children, K-8. The program is supervised by school personnel

during the hours of 7:00 –7:30a.m., and from 2:40-6:00p.m. on days school is in session, including early dismissal and minimum days. An additional fee is charged for this program, and billing is handled through the school office. Children may enroll in the program at any time during the school year.

Children who arrive at school before 7:30 a.m. or remain at school after 3:00 p.m. (who are not under supervision of an adult) are required to sign in with the Knights Club director and parents/guardians will be charged accordingly. Mandatory sign-in procedures are explained to all students and parents and adherence to the school policy in this matter is critical to the safety and welfare of all students. Students taking part in after school classes or athletics are under the supervision of the coach/teacher only during the scheduled times of class attendance/team practice.

Supervision by the faculty begins at 7:30 a.m. Students who are dropped off before 7:30 a.m. and students who are not picked up by the end of the regular afternoon supervision time at 3:00 p.m. will be signed into Extended Day Care and parents will be billed.

All **KNIGHTS CLUB** programs are consistent with the school's philosophy and mission. The principal is the administrator responsible for the managerial aspects of the program, including financial management, and the recruitment, employment and, if required, termination of supervising personnel. Archdiocesan student insurance covers students during the time of the program. Programs under the auspices of elementary schools may only serve those students presently enrolled in the formal school program. Adequate space shall be provided for activities detailed in the program, and this space shall be clean, safe, well maintained, and provide a pleasant, child-centered environment. The facility must have access to a telephone.

KNIGHTS CLUB staff must be at least eighteen years of age, and have undergone a tuberculosis check and must comply with the Safe Environment Policy and Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events. The staff to student ratio is 1:14 and two staff employees are available at all times in the event of an emergency. The **KNIGHTS CLUB** Director carefully maintains appropriate records regarding family information, emergency contact, arrivals, and departures.

Extracurricular Activities

All students are encouraged to participate in extracurricular programs, conditional upon their grades and adherence to school rules. A minimum grade point average of 70% in all subjects (with no grade lower than a C) must be maintained. Grade

and conduct checks are conducted by the principal, vice-principal and athletic director on a regular basis.

Students who receive a D or F on their trimester report card are ineligible to participate in extracurricular activities (including school sports) until improvement is seen in the new trimester. Students who receive a conduct referral are ineligible to participate in extracurricular activities, including student government. Student behavior expectations are consistent with our school discipline guidelines are reflected in the Student Learning Expectations.

Sports Program

Flag football, basketball, softball, volleyball and Pep Squad comprise the extracurricular sports offered outside of the regular school day. "A" and "B" teams are available for both boys and girls. All students and parents involved in school-sponsored sports activities must remember that they are representatives of the school and therefore must exemplify Christian behavior both on and off the playing field. Students and parents are required to follow the Code of Conduct distributed to all at the beginning of each sports season.

A student must be in school at least $\frac{3}{4}$ of the day on a game day in order to participate in the game on that day (See also-Extracurricular Activities). Parents who volunteer to drive the students to and from the games must leave a copy of their driver's license and proof of adequate automobile insurance on file with the School Office. Parents who have not undergone a background check are ineligible to transport students to games, other than their own child. Cars used to drive the students must have seatbelts for everyone.

Student Government

Student government is organized and directed by a Faculty Moderator. Student body officers consist of the Student Body President, Vice-President, Treasurer, Secretary, Historian, Commissioner of Publicity and Service, and Commissioner of Religious Affairs. Class officers consist of a President, Class Representative, Secretary and Historian. Student government elections are held in the spring of each school year. Student Body Officers must be 7th or 8th grade students. The Student Body President and Vice President must be enrolled in Grade 8 and be enrolled in the school for a minimum of two years prior to running for student body office. Class officers are elected within the first three weeks of school, each fall semester.

Students are eligible to run for class office and student body office provided they meet academic and conduct requirements. Eligible students must secure the approval of the school principal, the approval of their homeroom teacher and parents. Please note

that students who do not meet minimum academic requirements (maintenance of a "C" average) or who have indicated willful disrespect of school rules (has received a conduct referral) are ineligible to run for Student Council). Student Government representatives meet regularly during the school year.

TECHNOLOGY

Each family (and student) must sign and date a copy of the Acceptable Use Policy (AUP) for Media and Technology. This document contains all the necessary information and policies regarding the acceptable use of technology at St. Euphrasia School. All school personnel are also required to sign an Acceptable Use Policy regarding the use of technology for educational and professional purposes.

Electronic Communication Devices

*Cell phones and other portable communication devices (pagers, iPhones, iPods, iPads, Blackberries, walkie talkies, etc.) may be brought to school with written parental permission. However, all portable communication devices, **must be turned OFF** and stored in a back pack, book bag or other place where the device is not visible or readily accessible. Portable communication devices may **NOT** be turned on at any time during the regular school day for any reason, except to call 911 in an emergency or with the express permission of the responsible adult in authority.*

This prohibition includes, but is not limited to study hall, lunch breaks, class changes and any other scheduled or non-scheduled school activity that occurs during normal school hours. Before and after the end of school, students may use portable communication devices, but not inside school buildings that are still being used for school related activities or on school buses. Portable electronic communication devices may be used at after school activities that are not conducted in the school, provided that they do not interfere with the activity or school operations.

If a student uses a portable communication device or any of its functions for any reason during the school day without express adult permission, the following measures will be taken:

- *The device will be confiscated from the student.*
- *The device will be returned only to the student's parent or legal guardian.*
- *Depending on the circumstances, the student may be denied the right to bring the device to school.*
- *Repeat violations of the policy will result in disciplinary measures appropriate to the*

circumstances, including expulsion, if warranted.

- *If a device is used for cheating during a test, the student will be removed from the testing situation and appropriate disciplinary action will be taken.*

The school is NOT responsible for the lost, misplaced, stolen, broken, portable communication devices or for any unauthorized use of such devices. The school will not pay to replace devices that are lost, misplaced, or stolen after they are confiscated and will not pay any communication charges.