



**ST. EUPHRASIA**  
Catholic School

*Transitional Kindergarten – 8th Grade*

# **STUDENT -PARENT HANDBOOK**

## **2018-2019**

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*With faith in Jesus, we love and serve others.*



# St. Euphrasia School

## 2018-2019

### PARENT/STUDENT HANDBOOK

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(Rev. August 30, 2018)

#### **INTRODUCTION**

*This 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 and spiritual opportunities offered to all students.*

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(<http://handbook.la-archdiocese.org/>)

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# **PART ONE: ST. EUPHRASIA SCHOOL POLICIES & PROCEDURES**

## **A. GENERAL INFORMATION**

### **HISTORY OF ST. EUPHRASIA SCHOOL: CELEBRATING SAINTS & SCHOLARS**

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 1<sup>st</sup> and 2<sup>nd</sup> 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.

The school enjoys an average enrollment of 245-255 students per year, with a maximum enrollment of 30 students per class, grades 1-8. Kindergarten has a maximum enrollment of 25 and TK has a maximum enrollment of 15 students. 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 PELLETIER**

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 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!"

## **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.

## **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.

## **RELATIONSHIP TO THE PARISH**

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.

## **W.C.E.A / W.A.S.C. ACCREDITATION**

St. Euphrasia School Elementary School is fully accredited by the Western Catholic Educational Association and the Western Association of Schools and Colleges in recognition for the quality of our educational program and strong Catholic Identity. Our school is fully accredited through June, 2023. Our last full accreditation site visit took place in 2017. At that time, our school earned the highest possible rating ("Highly Effective") in all 12 categories. We are proud of our 50+ year history of student faith formation and academic excellence. *We educate SAINTS & SCHOLARS!*

## **SCHOOL COLORS / MASCOT**

St. Euphrasia School teams are named The Knights. Our school colors are navy blue and white.

## **SCHOOL ORGANIZATION, STAFF ROLES AND RESPONSIBILITIES**

### **ADMINISTRATION**

Pastor: Msgr. James Gehl

Principal: Mrs. Mary Blair (Email: [mblair@stemail.org](mailto:mblair@stemail.org))

### **ADMINISTRATIVE TEAM**

Vice Principal: Mr. Michael Muir (Email: [mmuir@stemail.org](mailto:mmuir@stemail.org))

Administrative Assistant: Mrs. Janet Charek (Email: [jcharek@stemail.org](mailto:jcharek@stemail.org))

Business Manager: Mrs. Nancy Gillen (Email: [ngillen@stemail.org](mailto:ngillen@stemail.org))

Faculty Leader – Academic Support & Assessment: Mrs. Jean Ornelaz

Faculty Leader – Catholic Identity/Student Ministry: Mrs. Angelica Gonzales

Faculty Leader – Student Life/Leadership: Mrs. Kathy Louis

Faculty Leader – Enrollment/Marketing: Mr. Mike Muir

## **ELEMENTARY/MIDDLE SCHOOL**

Transitional Kindergarten: Mrs. Christine D'Agostino-Lotta (Email: [clotta@stemail.org](mailto:clotta@stemail.org))  
Kindergarten: Mrs. Lisa Madariaaga (Email: [lmadariaga@stemail.org](mailto:lmadariaga@stemail.org))  
Grade 1: Mrs. Providence Fletcher (Email: [PBfletcher@stemail.org](mailto:PBfletcher@stemail.org))  
Grade 2: Mrs. Lisa Erman (Email: [lerman@stemail.org](mailto:lerman@stemail.org))  
Grade 3: Mrs. Dana Theodore (Email: [dtheodore@stemail.org](mailto:dtheodore@stemail.org))  
Grade 4: Ms. Lindsey Dall (Email: [ldall@stemail.org](mailto:ldall@stemail.org))  
Grade 5: Mrs. Katherine Louis (Email: [klouis@stemail.org](mailto:klouis@stemail.org))  
Grade 6: Mrs. Angelica Gonzales (Email: [agonzales@stemail.org](mailto:agonzales@stemail.org))  
Grade 7: Mrs. Jean Ornelaz (Email: [jornelaz@stemail.org](mailto:jornelaz@stemail.org))  
Grade 8: Mr. Mike Muir (Email: [mmuir@stemail.org](mailto:mmuir@stemail.org))  
Phys. Education/Athletic Director: Mrs. Brenda Zaragoza (Email: [bzaragoza@stemail.org](mailto:bzaragoza@stemail.org))  
Learning Lab/STEP Coordinator: Mrs. Brenda Zaragoza/Mrs. Jean Ornelaz  
Theater Arts Gr. 6-8: Mrs. Brenda Zaragoza  
Technology Gr. TK-8: Mrs. Marge Sanchez (Email: [msanchez@stemail.org](mailto:msanchez@stemail.org))  
Music Gr. TK-2: Mrs. Patti McKenna (Email: [pmckenna@stemail.org](mailto:pmckenna@stemail.org))  
Music Gr. 3-8: Mr. Alex Nizzoli (Email: [ANizzoli@stemail.org](mailto:ANizzoli@stemail.org))  
Visual Art Gr. 1-8: Mrs. Janet Charek (Email: [jcharek@stemail.org](mailto:jcharek@stemail.org))  
Rosetta Stone Spanish: Mrs. Tracie McCarron (Email: [tmccarron@stemail.org](mailto:tmccarron@stemail.org))  
Librarian: Mrs. Jane Harrier  
TK Assistant and Kindergarten Assistants: Mrs. Marilyn Whitley, Mr. Kieran Rushton, Ms. Brianna Zaragoza, Ms. Sophia Centurion  
1st Grade Assistant and On-Site Sub. Teacher: Mrs. Patti McKenna  
2nd Grade Assistant: Mrs. Renee Nagel  
3rd Gr. Assistant & AM Daycare: Mrs. Maria Ubas  
4th Gr. Assistant and On-Site Sub. Teacher: Mrs. Theresa Vajnar  
5th-8th Gr. Assistant: Mrs. Linda Delaney  
Health Room Assistant & Field Trip Coord.: Ms. Missy Catherall  
Office Assistant: Mrs. Loretta Florez  
Daycare Staff: Mrs. Renee Nagel, Mrs. Marilyn Whitley, Mrs. Maria Ubas, Mr. Kieran Rushton, Ms. Sophia Centurion, Ms. Brianna Zaragoza  
**Day Care Phone: 818-674-6740**

## **DAILY SCHEDULE**

7:00 - 7:30 am Knights AM Daycare  
7:30 am - 7:55 am Supervision for all students on the yard  
7:50 a.m. - Line Up Bell  
7:55 am - Beginning of School Day  
10:00-10:15 a.m. 1st Recess for Gr. 1-4  
10:15 -10:30 a.m. 2nd Recess for Gr. 5-8  
TK & Kindergarten Recess scheduled from 10:15-10:45 a.m.  
11:45 a.m. -12:15 p.m. Lunch for Gr. 1-4  
12:00-12:30 p.m. Lunch for Gr. 5-8  
TK & Kindergarten Recess scheduled from 12:00-12:30 p.m.  
3:00 p.m. Dismissal for all Grades  
3:15 pm Unsupervised children are taken to Knights Club and fee is required  
3:15 - 4:30 pm After-School sports for Grades 5-8 & After School Classes  
3:15 - 6:00 pm Knights Club Extended Day Program

## SHORTENED DAY SCHEDULE

7:55 am - 1:15 p.m. on Fridays (students eat lunch at school)

## MINIMUM DAY SCHEDULE

7:55 am - 12:25 p.m. (See the yearly calendar for these days)

## LUNCH

The children eat in the grade level designated lunch areas. Classroom assistants provide supervision during lunch and recess times. All boxes and bags must be **clearly labeled with the child's name and grade**. We encourage the use of reusable sport type water containers. Typical plastic water bottles have a negative impact on the environment. Parents are asked to send **healthy nutritious** food. PLEASE - No soda, candy, etc. We encourage all students to bring foods that promote a **healthy lifestyle**. If your child forgets his/her lunch, bring it to the school office (Mayerling entrance gate). Parents are not to deliver their child's forgotten lunch to the classroom. Lunch can be ordered daily through Choice Lunch ([www.choicelunch.com](http://www.choicelunch.com)). Drink tickets can be purchased through Choice Lunch. Please see their website for details.

## SCHOOLWIDE LEARNING EXPECTATIONS (SLES)



*We believe in respecting ourselves and others.*

- We are loving and kind to others.
- We live a healthy life style.
- We value cultural diversity.



*We believe there is a scholar in each of us.*

- We are in charge of our learning.
- We observe, we think, we do.
- We use technology as a tool for learning.



*We believe in the right to live in a peaceful environment.*

- We work to be like Jesus in our thoughts and actions.
- We solve our problems with respect.
- We pray every day as Jesus taught.



*We believe in the gifts and value of God's Creation.*

- We are happy that God created us.
- We take care of the Earth.
- We share our gifts and give to those in need.



*We believe we can make a difference!*

## **NON DISCRIMINATION POLICY**

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

St. Euphrasia School does not discriminate on the basis of race, color, disability, medical condition, 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 St. Euphrasia 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.

## **CONSULTATIVE SCHOOL COUNCILS & PARENT ORGANIZATIONS**

### **ST. EUPHRASIA SCHOOL PARENT TEACHER COUNCIL (PTC)**

The purpose of the Parent Teacher Council consists of the following:

- Planning and sponsoring activities to provide supplementary funds for the St. Euphrasia School budget
- Promoting community through cultural, social and recreational activities for the parents, teachers and children of the school
- Organizing volunteer parental assistance for the school as approved by the Principal. The Parent Teacher Council is not a School Board and is advisory only. PTC Bylaws can be found in the Resources section of this document. All parents, guardians, teachers, instructional and administrative staff are members of the Parent Teacher Council. Elections to the PTC Executive Board are held in May of each school year.

The 2018-2019 PTC Board Members are:

President: Mrs. Maya Holden; Vice-President: Mrs. Susana Rubio; Treasurer: Mrs. Sara Diaz, Mrs. Nancy Quilez, Secretary Mrs. Kimchi Lim, Head Room Parent Gr. TK-2 Mrs. Janine Newman, Head Rm. Parent Gr. 4-8 Mrs. Breda Hernandez, Marketing Liaison Mrs. Sarah Stein, Parent Liaison Mrs. Kim Torres, Communications Mrs. Andrea Lopez, Eco School & Facilities Mrs. Jennifer Ancewicz, 2019 Auction Chairperson: Mrs. Griselda Cox  
Ex-Officio Members: Mrs. Mary Blair and Msgr. James Gehl

The School Board works as a parish and school organization in cooperation and support of the PTC Board to support the school. School Board bylaws, policies and information about its committee structure are available in the Resource section.

School Board members for the 2018-2019 year are: Chairperson: Mr. John Pate; Vice-Chairperson: Mr. Eric Rodrigues; Secretary: Mrs. Zina Victor  
Members: Mr. Scott Centurion, Mrs. Susan Chibidakis, Mr. Michael Johns, Mr. Ryan McEachern  
Ex-Officio Members: Mrs. Mary Blair and Msgr. James Gehl

### **ROOM PARENTS**

The role of the Room Parent is to support the classroom teacher in every way so they can create a learning environment that nurtures and challenges each student in their care. Every

class and teacher has unique needs, with some classes needing more daily support than others. Room Parent support is also critical to the Parent Teacher Council (PTC) in their community building and fund-raising efforts. Room Parents are also the primary contact for an school emergency issues as a designated "first contact" along with the entire school at the direction of the principal or designated site administrator. Room Parents also contact and encourage parent involvement in school and parish related activities at the discretion of the PTC Board, School Principal and the Head Room Parents. The Room Parent is also the primary helper for the teacher on class field trips.

### **2018-2019 Room Parents**

Head Room Parent: Mrs. Kim Torres

TRANSITIONAL KINDERGARTEN: Mrs. Cervantes

KINDERGARTEN: Mrs. Daoust and Mrs. Lopez

FIRST GRADE: Mrs. Batte

SECOND GRADE: Mrs. Valencia

THIRD GRADE: Mrs. Colvin

FOURTH GRADE: Mrs. Pierce & Mrs. Perry

FIFTH GRADE: Mrs. Diaz and Mrs. Gonzales

SIXTH GRADE: Mrs. Natalie Gonzalez, and  
Mrs. Ines Gonzalez

SEVENTH GRADE: Mrs. Romero and Mrs.  
Pierce

EIGHTH GRADE: Mrs. Joyce, Mrs. Wall, Ms. Landolfi

### **DRESS/UNIFORM CODE**

#### **APPEARANCE**

Personal appearance and dress reflect the habits and values of the person. For that reason, we require the children to observe certain regulations concerning dress, hair styles, and cleanliness. Parents are expected to cooperate in this matter. The following are rules that all students must follow:

- Extreme hairstyles are not permitted (including shaved, spiked, tails, steps, any fades, or unnatural hair colors (including tips of hair or under the hairline). Hair is to be of one natural color.
- Boys and girls are required to have hairstyles that are traditional. For boys: hair should not be longer than the top of the ear lobe and should not touch the shirt collar. For girls: no extreme hairstyles or hair accessories that cause enough attention to become a learning distraction.
- Jewelry worn must be religious (i.e. a religious medal necklace or bracelet) and cannot be determined (by the teacher or school administration) to be unsafe to wear. Earrings can be worn (one pierced earring only for girls) and must not hang lower than the tip of the earlobe. This rule is for safety reasons. Bracelets can be worn (a maximum of one) if they have a Christian religious intent/message (i.e. a "saint" bracelet). Watches may be worn, but watches that make noise or that have the capability of taking pictures or messaging (i.e. an iPhone watch) are prohibited.
- Socks must be white, navy blue or black and must be traditional socks that cover the ankle and extend at least 1 inch above the ankle. Short "athletic" type socks or socks that are multicolored/patterned are prohibited.
- Shoes must be white, navy blue, dark (steel) gray or black. Shoes can be 100% leather or suede. Canvas/material shoes or "mesh" shoes are not allowed. Athletic style shoes can be worn for both school days and PE dress days.

## UNIFORMS

Students are required to be in complete uniform the first day of school. The uniforms are available at Dennis Uniform located in Woodland Hills. Only Dennis Uniforms are permissible. The uniforms must fit properly to the size of the child. Over sizing is not acceptable. Pants must not ride very low as in hip hop style. Belts for both boys and girls must be worn with slacks and shorts, for students in grades 4-8. Belts are recommended for students in grades TK-3. Note that belts must be worn with pants that have belt loops. Exceptions to this rule are listed below.

- 8<sup>th</sup> Grade Sweatshirts that are made available to students in the 8<sup>th</sup> grade after their annual Beach Retreat Trip in late September/early October.
- Student Body Officer and Student Council Sweatshirts/T-Shirts/Polo Shirts
- Academic Decathlon Sweatshirts/T-Shirts/Polo Shirts
- Incredibots/Robotics Sweatshirts/T-Shirts/Polo Shirts

### Boys' Uniforms

- Shoes must be white, navy blue, dark (steel) gray or black. Shoes can be 100% leather or suede. Canvas/material shoes or "mesh" shoes are not allowed. Athletic style shoes can be worn for both school days and PE dress days. Shoes may have a logo, and must be 95-98% of the same color. Only shoes in good repair can be worn to school. Shoelaces must be the same color as the shoe.
- Socks must be white, navy blue or black and must be traditional socks that cover the ankle, extending at least 1 inch above the ankle. Short "athletic" type socks or socks that are multicolored/patterned are prohibited. Tube/Soccer/Knee High socks are not considered uniform style socks.
- Pants are Dennis Uniform navy blue slacks, worn with a belt (either black or brown) or navy-blue walking shorts from Dennis Uniform.
- Belts must be worn at all times, grades 4-8.

**Pants – Grades K-5** – Dennis uniform **navy blue** twill slacks/shorts (required for Mass) and worn with a belt (pants that have belt loops only).

**Belts** – black/brown plain leather belts must be worn with pants that have belt loops and shirts must be tucked in. The exception to shirts being tucked in is for those shirts that have a "tailored" cut (typical of some shirts for the older girls). Shirts with a "tailored" cut can be worn outside of pants and are not required to be tucked in.

**Shirt** – Navy blue or white Dennis Uniform polo shirt with school logo (P.E. T-shirts are not allowed as school uniforms, except on PE days. And, on Fridays for Mass, polo shirts must be worn to Mass. Note that students do not need to change into PE shirts if they have PE on Fridays.

**Sweaters** – Dennis Uniform navy blue crew neck sweater with school logo or cardigan. Vests/Sweaters are required for Mass Uniform attire (not required on hot days).

**Sweatshirt** – Dennis Uniform sweatshirt with school logo.

**Outerwear** – Dennis Uniform navy blue jacket with school logo.

### Girls' Uniforms

- Shoes must be white, navy blue, dark (steel) gray or black. Shoes can be 100% leather or suede. Canvas/material shoes or all "mesh" shoes are not allowed. Athletic style shoes can be worn for both school days and PE dress days. Shoes may have a logo, and must be 95-98% of the same color. Only shoes in good repair can be worn to school. Shoelaces must be the same color as the shoe.

- Socks must be white, navy blue or black and must be traditional socks that cover the ankle, extending at least 1 inch above the ankle. Short "athletic" type socks or socks that are multicolored/patterned are prohibited. Tube/Soccer/Knee High socks are not considered uniform style socks.
- Pants are Dennis Uniform navy blue slacks, worn with a belt (either black or brown) or navy-blue walking shorts from Dennis Uniform.
- Belts must be worn at all times, grades 4-8.

**Pants – Grades K-5** – Dennis uniform navy blue twill slacks/shorts/skort (required for Mass) and worn with a belt (pants that have belt loops only).

**Belts** – black/brown plain leather belts must be worn with pants that have belt loops and shirts must be tucked in. The exception to shirts being tucked in is for those shirts that have a "tailored" cut (typical of some shirts for the older girls). Shirts with a "tailored" cut can be worn outside of pants and are not required to be tucked in.

**Shirt** – Navy blue or white Dennis Uniform polo shirt with school logo (P.E. T-shirts are not allowed as school uniforms, except on PE days. And, on Fridays for Mass, polo shirts must be worn to Mass. Note that students do not need to change into PE shirts if they have PE on Fridays.)

**Sweaters** – Dennis Uniform navy blue crew neck sweater with school logo or cardigan. Vests/Sweaters are required for Mass Uniform attire (not required on hot days).

**Sweatshirt** – Dennis Uniform sweatshirt with school logo.

**Outerwear** – Dennis Uniform navy blue jacket with school logo.

**Jumper** –Dennis Uniform Bel Air plaid - no more than 3" above the knee. Shorts must be worn under jumpers.

**Skorts** –Dennis Uniform Bel Air plaid -No more than 3" above the knee.

**Skorts/Skirts** –Dennis Uniform navy blue or Bel Air plaid - No more than 3" above the knee.

**Head Coverings** – No head coverings are allowed except headbands that are no more than 1" wide in a solid color or a smaller/discreet pattern. Scrunchies are allowed in the same headband colors.

**Tights** – white, black or navy blue may be worn with white socks in cold weather.

Uniforms must be purchased from Dennis Uniform Company at 209 Victory Blvd. Woodland Hills, CA 91367. Phone: (818) 887-5376 ▪ Fax: (818) 887-2391. You can order on-line at [www.dennisuniform.com](http://www.dennisuniform.com). School Code: SH00AP

**NON-UNIFORM DRESS CODE:** On designated days students must wear modest, appropriate styles. No low cut, midriff, see through, tight clothing; closed shoes must be worn. No baggy, low riding pants for boys. No mini-skirts, mini dresses, or short shorts (must be no shorter than 3" above the back of the knee). No torn or rip styled jeans. Leggings, jeggings, skinny jeans may be worn with a tunic length top, dress, or skirt that is no shorter than 3" above the knee for girls. No t-shirts with inappropriate or offensive messages will be allowed. Must have closed toed shoes. No nail polish or jewelry.

**GRADUATION ATTIRE:** Decorum is called for at a graduation event. Attire must reflect the formal nature of the ceremony. Boys are to wear white long sleeve dress shirts with ties, dark slacks, black dress shoes. **No tennis shoes.** Girls are to wear **modest** dresses/skirts and tops, nylons, dress shoes with low/medium heels. Dresses/skirts/tops must be pre-approved by administration. Natural (very light!) looking makeup may be worn. Small earrings may be worn. French tip or pale pink on nails may be used.

## **B. ADMISSION, ATTENDANCE, ARRIVAL & DISMISSAL, SCHOOL CAMPUS VISITATION AND COMMUNICATION**

### **ATTENDANCE AND TARDINESS**

Parents and students must realize the importance of consistent attendance at school – especially in consideration 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 are submitted to the local public agency superintendent or Child Welfare authorities.

### **ABSENCES**

If a child is absent from school, parents must notify the school office on/before the day of the absence. Parents are asked to call the school office (818-363-5515) and if it is after hours, to leave a voice mail message. Upon returning to school after an absence, a written excuse stating the reason for the child's absence must be presented to the teacher. 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 or grade level retention at the end of the school year. 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 report to their classroom, where they are marked tardy by their homeroom teacher. If a student arrives at school after 8:05 a.m., they should enter the school building at the Mayerling gate. 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 interferes with student learning. Plans should be made to avoid unexpected delays. Students who are tardy in excess of 10 days per trimester are ineligible for Honor Roll recognition.

## **MEDICAL ABSENCE**

When a child has a communicable disease, he/she cannot attend school. After such illness, a child must bring a physician's release slip to the office before being readmitted. In addition, if a child is absent 3 or more days for any other medical reason, they are to return with a doctor's note. If a student misses more than 20 days during a trimester, the **Progress Report** will be withheld.

Parents are encouraged to make doctor and dental appointments **after** school hours. However, if necessary, a note must be sent in the morning stating the time the child will be picked-up. When the child returns to school, he/she should bring a note to the school office from the doctor stating the time of visit. The student will then be given a medical absence and legally credited for attendance. Without a doctor's note, a student will be given an absence. Doctors are aware of this practice and have a form for school records.

## **VACATIONS**

St. Euphrasia School strongly discourages students being taken out of school for family vacations. Parents must notify the school and teacher at least two weeks in advanced. All missed work must be made up & returned with the student corrected by the parent. Please check with the teacher prior to the vacation absence.

## **TRUANCY**

California law defines and establishes the requirements regarding truant students (those who are absent from school without an acceptable excuse). See Part 1, Sec. 2.6.e regarding truancy policies and reporting procedures.

## **ARRIVAL AND DISMISSAL**

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/guardians are required to use the school carline 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 remain in their homerooms (except for students in Gr. 5-8, who assemble and wait on the outdoor hall patio) and are encouraged to start their homework or engage in quiet reading. Parents enter the school yard from the Mayerling side driveway and turn right at the top of the driveway into the lower yard parking lot. Parents exit their cars and go to their child’s assigned classroom to escort the student to the waiting car.

### **Students who are not picked up by 3:15 p.m. are signed into 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 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.

### **WALKING HOME**

Students walking home must be in Grades 6-8 or at least 12 years of age, have parent authorization on file and must sign out with a designated administrative staff member.

### **CHANGE OF CAR POOLING/PICK-UP**

Parents are to send a **signed written notice in ink or email** a day prior or the morning of if there is a change in the child’s regular car pool/pick up to the homeroom teacher or office.

## **AFTER SCHOOL SPORTS**

Students may NOT attend or watch games without a parent/guardian. This includes siblings of athletes. Unsupervised students will be signed into Knights Club After School Care for safety reasons.

## **SECURITY PROCEDURES**

The procedures listed here are designed for the safety and protection of your children. Parents are expected to follow the directions of the Staff and School Administration in the event of a school emergency. All staff members are updated annually on school safety and security procedures that align with the school's Emergency Plan.

## **CLOSED CAMPUS**

For safety reasons, we maintain a closed campus from 7:55 AM to 4:30 PM. Anyone who has business in the school should go directly to the office. Do not interrupt classes. Errands and messages are to be left in the office. Surveillance cameras are in place to generally monitor all activity on campus during school hours. *All visitors must sign in and sign out in the office and wear the Visitor's Pass while on campus.*

## **STUDENT RELEASE**

Students will be released only to those individuals who are listed on the emergency card.

## **PARENTAL VISITS AND BEHAVIOR EXPECTATIONS**

Teachers are not available to discuss any problems with the parents/guardians during class time or during yard duty hours. Anyone who wishes to consult with the teachers or the principal should send a note with the child or call the school office requesting the appointment. Then the teacher or principal will respond within 12-24 hours in writing or by telephone to confirm a day and time. Teachers are responsible for assigned student supervision and instruction during school hours. Parents are encouraged to reach out to their child's homeroom teacher via email also. Please remember that teachers are asked to respond to any email communication within 24 hours. St. Euphrasia School recognizes that we are partners with our parents in the education of our students.

## **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.

If there is reason for a more formal complaint or review process, please refer to the stated Arch. of LA policies on **Parent/Student Complaint Review Process**. St. Euphrasia School will follow all policies/procedures outlined.

## **COMMUNICATIONS PROCEDURES**

Communication is an integral part of the parent/school connection. Parents are encouraged to participate in their children's education. All parents are **required** to access Gradelink consistently and frequently. Parents should set up e-mail alerts for themselves. Teachers update grades every 2 weeks. We encourage communication with faculty and administration.

To resolve questions regarding grading, behavior, classroom procedures, parents are to:

1. Contact the teacher FIRST.
2. If the situation is not resolved, parents should contact the principal (Mrs. Blair), Vice Principal (Mr. Muir) and/or one of the Teacher Leaders/Coordinators.

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.

### **SCHOOL COMMUNICATION: TUESDAY ENVELOPE & FAMILY/FEE 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. **All** school flyers are distributed to families in the Tuesday Envelope and are also posted on the school website for review and downloading. **Families are asked to refer to the school website (current parents) for updated information and weekly bulletins.** Flyers may also be distributed through the Tuesday Envelope system or 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.**

### **FAMILY/FEE ENVELOPE**

At the end of each school month, the school business office sends an email to families who may have an outstanding balance (sports fee, daycare fee, or other school related fee that is not already part of the family FACTS agreement). Families are required to review the information, and can contact the school Business Manager if there are questions. Billing and fees (i.e. sports team fees) are due in the school office **by the 10th of each month.**

### **BACK TO SCHOOL NIGHTS**

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). This year, we are using the Gradelink website.

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. The SEU Administration and teaching staff then set the calendar to reflect the local school and parish activities. The revised calendar is given

to each school family by the closing day of school (for the upcoming school year). An updated yearly calendar is sent home with students on the first day of school. Yearly, monthly, weekly and sports calendars can also be found on the school website.

### **PARENT TEACHER CONFERENCES**

Parent Teacher Conferences are formally held typically at the end of the first trimester of school (usually in December). During the year, conferences are strongly encouraged and may be initiated by either parent or teacher. To arrange a conference, please e-mail the teacher or call the office and leave a message for the teacher.

### **SCHOOL WEBSITE**

The website of St. Euphrasia is [steuphrasiaschool.org](http://steuphrasiaschool.org). All school information including teachers' class pages and Gradelink links is online. For specific homework assignments, please use the Gradelink site. The Weekly Calendar is also available on the web site.

### **GRADELINK/SMARTSENSE**

For the 2017-2018 school year, Gradelink is the communication system used to reach parents via text messaging (cell phone) and e-mail for emergencies and occasional announcements. *Please be sure that information is up to date in case of an emergency.*

### **ST. EUPHRASIA SOCIAL MEDIA PAGE**

The School maintains a school Facebook, Instagram and Twitter where students and parents can have pictures and videos posted about school sporting events, concerts, class projects, and all sorts of school related activities. Social media page addresses are:

Facebook: [www.facebook.com/stecatholicschool/](http://www.facebook.com/stecatholicschool/)

Instagram: [st\\_euphrasia\\_school](https://www.instagram.com/st_euphrasia_school/)

Twitter: [@MBlairKnights](https://twitter.com/MBlairKnights)

### **NON-CUSTODIAL PARENT**

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known in writing.

## **C. ACADEMICS AND CO-CURRICULAR ACTIVITIES**

### **CURRICULUM OFFERINGS**

The curriculum and texts are approved by the Archdiocese with Religion as the central course in our curriculum. We follow Common Core State Standards for English Language Arts (ELA) and Mathematics. We follow the time allotment set by the Department of Catholic Schools; and participate in the evaluation of academic achievement (STAR) as well as religious knowledge and practice (ACRE) annually. We are also part of a network of schools that enhance our curriculum with a STREAM (Science, Technology, Religion, Engineering, Arts, Math) focus. We are a designated ECO SCHOOL (<https://www.nwf.org/Home/Eco-Schools-USA>) and all classes participate in a STREAM *Make A Difference Hour* weekly, with school wide project based learning taking place biweekly. Middle School Electives also feature Coding, Digital Journalism and Movie/Video Production. Spanish is also offered to all students Grades TK-8<sup>th</sup>. Curriculum offerings include: Religion • Mathematics • Art/Fine Arts/Theater Arts

- Reading/ELA • Science • Computer Science/Coding (Gr K-8)
- Social Studies • Music • Spanish/Rosetta Stone (Gr TK-8)
- Writing • Physical Education

## **STEP AND MAP PROCESSES**

St. Euphrasia School strives to serve children with varied learning needs so they may be successful in all aspects of school life. 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).” The STEP team is a school support team that includes the parents/guardians, the classroom and/or homeroom teacher, the school administrator and/or the STEP team coordinators, other school personnel, and the student, when appropriate. The goal of the team is to gather information and work together to support the student’s educational needs in the classroom. The STEP team reviews report cards, standardized test scores, cumulative records, work samples, discipline records, and other data. The team will use the data to create an individualized action plan to identify your child’s strengths and areas of concern, implement support strategies, identify responsible persons, and schedule timelines for progress.

## **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.

## **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 enrolled in visual art and theater arts classes each trimester.

## **PHYSICAL EDUCATION**

Physical Education (P.E.) 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.

## **SUMMER PROGRAMS**

St. Euphrasia School continues to offer a summer program each year that focuses on academic enrichment. We continue to offer a summer program that is focused on building community, and having fun while learning at the same time. The summer program is open to all students and parish families and is 5 weeks in length (end of June through the month of July).

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. Teachers have no right to employment in the summer program. Teachers employed in past summer programs have no tenure rights.

## **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. Students who have

missed more than 20 days of school in a trimester may also be considered for academic probation or grade level retention. 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 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.

## **TECHNOLOGY**

Students in Grades TK-Gr. 3 attend computer lab multiple times per week as an added resource for their reading and language arts curriculum. Grades 4-8 attend computer lab each week. All classes have access to devices in the classroom, which are used to integrate and expand the curriculum. Grades TK-4 utilize school iPads while students in Grades 5-8 generally use Chromebooks and also iPads. Students in Grades 4-5 take part in computer center instruction twice per week, for language arts and mathematics curriculum enhancement. Students in grade 6-8 use Chromebook and iPad computers for special projects, research and academic assignments. Each classroom (grades 1-8) is equipped with a projector that is connected to both Apple and Android technology and device capability.

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.*

We also educate our students in computer and digital media ethics and moral responsibility as they use these tools. Students in Gr. 6-8 take part in a special digital citizenship curriculum program (Cyber Civics). As part of this education, we have a User Agreement and Parent Permission form for students in Grades TK-8. Individuals and families may be held liable for violations:

- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folder, work, or files
- Intentionally wasting limited resources
- Displaying offensive messages, obscene language
- Harassing, insulting, or attacking others

### **C3 IGNITE ARCHDIOCESAN PROGRAM**

St. Euphrasia School is a recognized C3 Ignite Archdiocese of LA School. We are part of a cohort of schools recognized for their participation and creation of a learning model that uses technology for the purpose of accelerated learning. Our school's vision for technology is to be as seamless as possible for both teacher and student. We are seeking to fundamentally change how we use and apply digital learning strategies for daily learning and skill practice. We are reorganizing our curriculum to offer accelerated science and math for all students, TK-Gr. 8. We are shifting our practices to infuse our entire curriculum model with increased STREAM depth and complexity (organized into the following icons: language of the discipline, details, patterns, rules, trends, unanswered questions, ethics, big idea, over time, multiple perspectives, across disciplines). And, we seek to incorporate the depth and complexity principles listed into our religion program with an increased emphasis on the principles of social justice.

### **LIBRARY**

The Leonora Mahoney Library houses books, periodicals, and religious materials. Library time is incorporated into the classes' schedules. The library is opened during recess and lunch one day per week. 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.

## **RELIGION PROGRAM AND EXPECTATIONS**

### **RELIGIOUS KNOWLEDGE & PERSONAL FAITH EXPERIENCE**

We seek to deepen the children's religious knowledge and bring them to a personal experience of faith, which will call for a response of their part. The students in all grades attend weekly Mass every Friday. There are para liturgies during the year and students attend Reconciliation twice a year (during the liturgical seasons of Advent and Lent). To help form moral virtues and religious attitudes, we strive to keep God at the center of our lives. Our beliefs should be reflected in the way we treat others. The students in grades 7 & 8 lead the school in the following traditions that center on our Catholic faith traditions and common beliefs: Re-enactment of the Last Supper and Living Stations of the Cross, May Crowning. Religious retreats are scheduled for students in Gr. 2 (twice a year as part of their sacramental preparation for First Reconciliation and First Holy Communion) and Gr. 8. In addition, religious retreats for 2-8 are implemented throughout the year per the request of the teacher.

### **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.

### **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 Sunday 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.

### **COMMUNITY SERVICE**

One of the tenets of Christ's message is to serve others. All students participate in school wide projects throughout the year headed by the Student Council as well as individual class service projects. Students in Grades 6-8 are required to fulfill a designated number of hours in community service. All students follow the expectations of our SLE's, which are based upon the charism of the Good Shepherd Sisters (founded by our patroness, St. Mary Euphrasia). Every student at our school graduates with the understanding that they "can make a difference in our world". Any questions regarding service are to be directed to the Faculty Leader for Catholic Identity – Mrs. Gonzales or one of the middle school homeroom teachers. Mrs. Gonzales will sign off on **completed** hours. Each student in Gr. 6-8 is expected to complete a minimum of 10 service hours and one service opportunity over the course of one school year.

Each year, the students take part in the following school wide service opportunities under the direction of the Student Council and the school administration:

- Monthly donations to MEND
- Weekly Mass Collection for various causes (victims of natural disasters and ongoing service projects)
- Rancho San Antonio Resident Christmas Program
- Funding of the education for 12 students in Uganda (Deacon Joachim's nieces and nephews)
- Friends of the Cross Medical Clinic in Nigeria (Fr. Anselm Nkwana project)
- Good Shepherd Shelter
- Juvenile Diabetes Foundation
- American Heart Association (Jump/Hoops for Hearts)
- Leukemia/Lymphoma Society

### **TESTING AND ASSESSMENT**

Catholic schools educate students to become self-directing, responsible faith-filled adults. The faculty makes use of a system of assessment, which is a network of many forms of evaluation and is used in conjunction with other aspects of the student's academic life. Part of assessment includes evaluation of the curriculum and the programs that contribute toward the total development of the child. In all areas of current assessment, we stress that the results and scores derived are only one element that is considered in determining a student's academic performance and progress. Many factors are considered, and care is taken to keep the welfare of the "whole child" in mind. St. Euphrasia School utilizes the STAR formative assessment system (approved by the Archdiocese of Los Angeles Department of Catholic Schools) for all students, Gr. TK-8.

All students in grades 2-8 participate in the STAR benchmark assessment program for the subjects of ELA and Math. These assessments take place in the fall, winter and spring of each school year. The benchmark assessments are considered "formative" (an assessment of how a student is mastering the content of their specific grade level expectations), and instruction is adjusted by teachers to ensure grade level mastery for the students they teach. This information is also used to help guide remediation, support and to avoid the "re-teaching" of content that students have already mastered.

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.

*St. Euphrasia School continues to have a history of all students meeting and exceeding grade level standards in all core content subject areas. We are proud of our tradition of academic excellence!*

## **HOMEWORK**

The purpose of homework is to reinforce material already taught in class and to foster habits of independent study. No homework assignment is given on Fridays with the exception of make-up work or long-term assignments. No homework is given on holidays, or Christmas/Easter breaks (with the exception of finishing assigned projects). Teachers adhere to the following guidelines for most students:

- Transitional Kindergarten and Kindergarten - Optional or 15 minutes per night
- Primary (Grades 1-2) - One half hour per night (2 hrs. per week)
- Intermediate (Grades 3-5) - One hour per night (4 hrs. per week)
- Middle School (Grades 6-8) - Two hours per night (8 hrs. per week)

Assignment of homework is limited to days on which school is in session with the exception of make-up work or long-range assignments. Parents may check the class page on the school web site to help their children with knowing homework assignments. Parents of students in all grades should access Gradelink for information on grades and assignments. Please note however, that parent/student access will be locked during the weeks of interim and trimester reports.

During the summer, students in Grades TK-4 will receive a suggested summer reading list for enrichment. In Grades 5-8, students will receive a summer reading list with requirements. The student will need to be prepared to discuss the book they read upon return to school in the fall. These summer reading lists are on the school website during the summer months.

## **ABSENT/LATE WORK**

Students are responsible for turning in all assignments on time. If a student is absent s/he is responsible for checking the class page or with a learning buddy to find out the class work and homework. Absent work is to be submitted in as many days as the student was absent. (Example – 2 days absent = 2 days to complete work upon return.) However, if a student is absent on the day an assignment is due then he/she must bring in the assignment upon his/her return. Parents of all students are reminded that Grades 6-8 may NOT drop off homework. It is the student's responsibility to remember to bring in their work.

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.

## **AFTER SCHOOL TUTORING**

St. Euphrasia School offers an after school tutoring program for students experiencing

academic difficulty. Schedules and times may vary. This service is known as “Homework Club” and each homeroom teacher (Gr. 4-8) are required to schedule this time at least one hour/week.

- 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.
- 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.

## **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.

## **GRADING**

### **REPORT CARDS**

Report cards are accessible online through Gradelink on a trimester basis for students in Grades 1-8. TK and Kindergarten Report Cards are given twice a year, January and June. Formal Parent-Teacher Conferences are held in December for all parents. Parents should review the report card with the child. If students are doing less than satisfactory work, the teacher should arrange to talk or meet with the parents to discuss the problem.

### **INTERIM PROGRESS REPORTS**

Interim Progress Reports are sent out to students via the **Gradelink** platform. Parents can access their child’s grades throughout the school year on **Gradelink**. Teachers enter grades a minimum of every 2 weeks. Please note however, that parent/student access will be locked during the weeks of interim and trimester reports.

### **ACADEMIC GRADING KEY**

#### ***TK and Kindergarten***

M = Mastery; T = Needs More Time to Develop; X = Emerging Skills

#### ***Grades 1 through 3***

4 – Proficient (The student significantly and consistently demonstrates knowledge, application, and extension of the grade level standard.)

3 – Meets (The student consistently demonstrates independent knowledge of the grade level standard.)

2 – Approaching (The student demonstrates partial knowledge of the grade level standard.)

1 – Minimal (The student demonstrates minimal or limited knowledge of the grade level standard at this time.)

X - The standard has not been addressed at this time.

Work habits and behavior:

O = Outstanding S = Satisfactory/Good U = Unsatisfactory

G = Very Good NI = Needs Improvement

Skills: + = Area of Strength √ = Area for Improvement

### **Grades 3 through 8**

Subjects: A = 93 – 100% C+ = 80 – 84% D+ = 67 – 69%

B+ = 90 – 92% C = 75 – 79% D = 63 – 66%

B = 87 – 89% C- = 70 – 74% D- = 62% or below

B- = 85 – 86%

Skills: + = Area of Strength √ = Area for Improvement

Work Habits/Behavior:

O = Outstanding S = Satisfactory U = Unsatisfactory

G = Very Good NI = Needs Improvement

**The Grade Ranking** is described as follows:

A/O = Consistently exceeds content-area standards and expectations. Student demonstrates mastery of skills and knowledge through a variety of assessments. Student's work is indicative of consistently superior performance.

B/G = Frequently meets content-area standards and expectations and sometimes exceeds content-area standards and expectations. Student demonstrates proficiency in skills and knowledge on most assessments. Student's work is indicative of solid academic performance.

C/S = Mostly meets content-area standards and expectations and sometimes approaches content-area standards and expectations. Student demonstrates a partial mastery of prerequisite skills and knowledge required for proficiency in the content-area. Student is able to demonstrate partial mastery on most assessments. Student's work is indicative of a basic understanding and application of skills and knowledge in this content-area.

D/NI = Sometimes meets content-area standards and expectations. On most assessments, student demonstrates the need for support to achieve partial mastery and proficiency. Student's work is indicative of minimal preparation and practice in the attainment of basic skills and knowledge that will allow the student to progress to proficiency.

## **RUBRICS**

A rubric is a scoring tool that lists the criteria for a piece of work, or “what counts” (for example, purpose, organization, details, voice, and mechanics are often what count in a piece of writing); it also articulates gradations of quality for each criterion, from excellent to poor. Each teacher uses rubrics for student work/projects.

## **READINESS TESTING**

St. Euphrasia School uses a Developmental School Readiness tool for in-coming Transitional Kindergarteners, Kindergarteners and students entering first and second grade. This time is scheduled with the child's incoming teacher and the parent can be present. At our school, we believe that the *developmental* point of view nurtures each child's school readiness, physical, neurological, emotional, social and intellectual growth. The first years of school are most important because the child forms attitudes about him/herself and school, which become a way of life. The Developmental Point of View understands that growth is orderly, structured, and predictable. It respects the fact that every child has his/her own rate and pattern of growth *peculiar to him/her*. It is hoped that the entire school community grows to understand and accept the developmental point of view. Children who are developmentally young will be given the “gift of time” before they begin kindergarten at St. Euphrasia School. At St. Euphrasia School, we follow the requirements of the State of California for school entry age:

- Students entering Transitional Kindergarten must be 4 years old by Sept. 1
- Students entering Kindergarten must be 5 by Sept. 1
- Students entering 1<sup>st</sup> Grade must be 6 by Sept. 1.

### **PRINCIPAL AWARDS**

During the Tuesday AM Assembly Awards, students and classes are awarded periodically for Fruits of the Spirit Make A Difference Awards, Accelerated Reader, Accelerated Math and the Knights Bear.

### **PRINCIPAL'S HONOR ROLL**

All students are encouraged to work to the best of their ability. Students are recognized for 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, Vocabulary/Spelling, Mathematics, Science, Social Studies, Arts (Visual/Musical/Media) and Behavior. All subjects must have a passing grade, and not more than a total of three (3) check marks can be received in effort/study/ behavior skills. Any student who receives a D, F, or Unsatisfactory in any subject is ineligible for the honor roll. Students who have received a formal office behavior referral in that trimester are also ineligible for Honor Roll recognition. And, students who have excessive absences/tardies (defined as 20 or more in a trimester) are ineligible for Honor Roll status. An exception to the tardy/absence policy can be made for extreme circumstances and after discussion with the student's teachers and vice principal/principal.

### **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. 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 at the Sports Award Banquet 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 and at the year-end Sports Banquet.

Students can earn a *Make A Difference Fruit of the Spirit Character Award* randomly (all grades) for following through on the character theme of the month and for "making a difference" (a *significant and unexpected difference*) in the life/lives of people in their school community. Students can receive this recognition from any adult on campus and when a student receives the award, they write their name on the back and place one side in their classroom "Make A Difference" box and take one side home to share with his/her parents. Class boxes are brought to the 1<sup>st</sup> Tuesday of the Month AM Assembly and a name is drawn out randomly from each box at the AM Assembly. Student names remain in the box all year long so students have an opportunity to have their names drawn from the box all year. Monthly awards are given out to students (whose names are drawn) by the principal and the nature of the award varies month to month.

## GRADUATION SCHOLARSHIPS AND AWARDS

Awards are presented at the graduation ceremony 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/CJSF are also awarded to students who maintain consistent Honor Roll status and who achieve a high score standard on a national exam.
- The Pastor's Award (\$500 scholarship) is presented at graduation to one student from the 8<sup>th</sup> grade.
- Additional service awards are distributed for Parish (Altar Servers) and School (Student Council Officers) service.

## 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. All parent chaperones must have current Safeguard the Children status (i.e. updated Virtus certification and fingerprinting).
- The Room Parent helps the teacher to organize and coordinate chaperones, at the sole request of the classroom teacher. Parents who have met their previous year's service hour requirement 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 school or chartered bus or van, personal car, boat, or airplane.
- 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.

## **EXTRA CURRICULAR 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 do not maintain a 2.0 Grade Point Average (GPA), or receive in excess of 2 D's/F's 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 formal office 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.*

## **ANNUAL SPELLING & GEOGRAPHY BEES**

The Spelling Bee is conducted yearly in grades 1-8. Awards and school recognition are given to the top student spellers in each homeroom class. Student class winners also participate in the local Knights of Columbus spelling competitions.

The Geography Bee is conducted each year (typically in January) with class competitions and then the class winners participate in the school wide Geography Bee. This competition is for students in grades 4-8. The guidelines and rules of the National Geographic Society Geography Bee are strictly adhered to. The school winner is then eligible to participate in the National Geographic Bee regional competition.

## **ACADEMIC JUNIOR HIGH DECATHLON (AJHD)**

The Academic Junior High Decathlon is a competition for students in grades 6-8. There are ten events. Two are collaborative team efforts – a logic quiz with 20 rigorous thinking problems, and a super quiz with 50 multiple choice questions on five broad academic themes. The remaining eight events test individual knowledge of the Roman Catholic doctrine, English, Literature, Science, Mathematics, Current Events, Social Studies, and Fine Arts (Art and Music). Awards are given for individual and team performance, and the winning school team from each geographic diocese competes in a state championship the first Saturday of March each year.

The California Catholic Schools Academic Junior High Decathlon (or AJHD) strives to bring forth some of those academic talents and celebrate them in the context of spirit-filled competition.

The five goals of the Decathlon are:

- To promote academic excellence
- To promote collaborative spirit and cooperative learning skills
- To promote logical and higher order thinking
- To recognize the contributions of parents, teachers, school administrators and business and community members in supporting high standards for all students *and*
- To celebrate the diversity, excellence, and tradition of Catholic schools.  
to promote academic excellence

St. Euphrasia School has fielded a team for the past 20+ years. Students in grades 6-8 are eligible to be on the team, with preference given to 7<sup>th</sup> and 8<sup>th</sup> graders. Students meet after school and on the weekends with their team faculty coaches, volunteer coaches and team members. Practices and meetings for the AJHD team typically start in September and continue through the AJHD Archdiocese of Los Angeles event.

## **ROBOTICS/FIRST LEGO LEAGUE TEAM**

St. Euphrasia School has an active Robotics Team that is sponsored by the Boeing Corporation. We are proud of the mentoring and partnership with Boeing that has existed for the past two years. The Robotics Team (The Incredibots) is open to students in Gr. 6-8 who participate in an application process. Only ten members can be on the competition team. The competition season is from the end of August through late winter.

*FIRST* LEGO League is a robotics program which is designed to get children excited about science and technology -- and teach them valuable employment and life skills. In FLL, teams learn both through what we do (the Robot Game and the Project) and how we do it (the FLL Core Values). Through the Robot Game, teams build and program an autonomous robot using LEGO MINDSTORMS technology to score points in the match on a themed playing field. Through the Project, teams explore an actual problem that today's scientists and engineers are trying to solve, develop an innovative solution to that problem (either by creating something that doesn't exist or building upon something that does), and share their findings with others. Throughout their work on the Robot Game and the Project, teams are guided by the FLL Core Values to build teamwork skills.

The FLL Core Values are the cornerstones of the FLL program. They are among the fundamental elements that distinguish FLL from other programs of its kind. By embracing the Core Values, participants learn that friendly competition and mutual gain are not separate goals, and that helping one another is the foundation of teamwork. The Core Values are:

- We are a team.
- We do the work to find solutions with guidance from our coaches and mentors.
- We know our coaches and mentors don't have all the answers and we learn together.
- We honor the spirit of friendly competition.
- What we discover is more important than what we win.
- We share our experiences with others.
- We display Gracious Professionalism® and Cooperation® in everything we do.
- We have FUN!

## **STUDENT GOVERNMENT/STUDENT COUNCIL**

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/ECO School Representative, Secretary and Historian. Student government elections are held in the spring of each school year. Student Body Officers must be 7<sup>th</sup> or 8<sup>th</sup> 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. The Commissioner of Religious Affairs must be a practicing Catholic. 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), who have indicated willful disrespect of school rules (have received a formal office referral) or who have excessive tardies/absences (more than 20 in any trimester preceding elections) are ineligible to run for Student Council), Student Government representatives meet regularly during the school year.

## **YEARBOOK**

A yearbook is published annually by the 8<sup>th</sup> 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.

## **SPORTS PROGRAMS**

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 to participate in the game on that day (See 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.

St. Euphrasia School participates in the Valley Catholic Sports League which is a competitive intramural league of Catholic schools in the San Fernando Valley for students in Grades 5-8.

Our sports program includes the following for Grades 5-8:

Fall Sports: Boys-Flag Football Girls-Volleyball

Winter Sports: Boys-Basketball Girls-Basketball. Track & Field

Spring Sports: Boys-Volleyball Girls-Softball, Track & Field, Soccer

Fall-Spring: Cheer/Pep Squad (4<sup>th</sup> graders are also eligible for Pep Squad)

Students in grades 3-8 can participate on the track and field team during the spring of each year. Practices are held six weeks prior to the scheduled meets.

Participating in the After-School Sports Program is considered a privilege. Students must maintain satisfactory grades in conduct and behavior. The after-school sports program is intended to help students develop psychologically, socially, academically, and physically. The school sponsors the After-School Sports Program for grades 5-8 on Monday through Thursday. There is a **per sport fee of \$75 per child** for students participating in the After-School Sports Program. There is an additional cost for uniforms. Students and parents are required to sign an *After-School Sports Code of Conduct Agreement*. All sports fees are non-refundable.

## **OUTSIDE VENDORS**

St. Euphrasia School offers enrichment classes after school through outside vendors here on campus. These classes are for St. Euphrasia School students who are currently enrolled in the school. Students who withdraw from the school may not continue attending these classes.

## **PARISH GROUPS**

- Swim Team (Swimming Knights)
- Altar Servers (Grades 5-8) Training begins in Grade 4
- Boy Scouts

## **D. TUITION AND FEES**

### **FINANCIAL RESPONSIBILITIES**

*Tuition-Facts Management Tuition Company* manages tuition collection on an 11 or 12 month basis. Parents have an option of paying the total year's tuition by a designated date in May.

## **REGISTRATION and FEES**

The Registration Fee for 2018-2019 is \$150 per child for returning students (Grades 1-8) or \$250 per child (TK and K) for new students and \$200 for siblings (new students). This includes insurance, testing, and incidental supplies. A family fee of \$990 includes books, activity fees, emergency supplies, yearbook, health room and yard duty assistants and field trips. There is an additional per student fee of \$300 for students in Gr. 6-8. Students in Grade 2 are also charged an additional sacramental fee of \$100/student. These fees are non-refundable.

## **TUITION 2018-2019**

TK-Gr. 8: \$6390.00

Please refer to the Tuition and Fees information sheet for the breakdown of monthly costs and discounted rates for siblings. St. Euphrasia School does not charge an "out of parish" rate. All enrolled families are expected to be contributing members of St. Euphrasia Parish. Parents are expected to be timely in all payment schedules. Parents who are more than 60 days late in any expected fees/tuition will have the amount added to their FACTS agreement. Parents who are more than 30 days behind in scheduled payments are required to contact the school principal to make arrangements for paying off any overdue balance. Parents cannot carry over a previous year balance into a new school year.

## **TUITION ASSISTANCE**

Those families most in need as determined by FACTS Financial Aid Assessment and reviewed by the tuition assistance finance committee of the school will be awarded assistance. Additionally, the income guidelines set by the Archdiocese of Los Angeles Catholic Education Fund are used to determine the financial need for assistance for all families that apply. Submission dates are sent out to all families between February 1 and March 1. Application submission deadlines are then provided to all applicants and *strictly adhered to* by the school administration. There is a very limited amount of tuition assistance available to qualified families each year. Families who have outstanding balances from the current/previous years are ineligible to apply for tuition assistance.

## **PARENT TEACHER COUNCIL (PTC) FUNDRAISING COMMITMENT**

Every family is required to participate in fundraising to meet the \$450 commitment or buy-out of the program. Each year the parent-teacher council (PTC) determines which fundraisers will be offered to families. A percentage of return is determined based on what the school earns. This percentage is used to calculate the credit a family will earn toward their PTC commitment. This is a list of this year's fundraisers and how credit is earned toward the PTC commitment: Giftwrap Catalog/Magazine Sale, World's Finest Chocolate, Auction Dinner Dance, Jogathon, Christmas Program Front Seat Drawing.

Since PTC maintains separate books from the school, all payments to them should be payable to "St. Euphrasia PTC". The PTC treasurer will keep track of all credits earned by family, as well as their outstanding balance. A statement will be sent home prior to upcoming fundraisers. This statement will show the credits earned from completed fundraisers and outstanding commitment balance. Once all fundraisers are completed, PTC will notify the school office of any outstanding balances. At that time, the families will be billed directly. Payments will be due prior to the end of the school year.

## **SERVICE HOUR COMMITMENT**

Every family is required to meet the service hour commitment by either volunteering 40 hours+ or buying out of the program at \$400. All 40 hours must be completed by mid-May (date will be designated on Scrip and Service Hours Statement, which is sent home periodically). All families

are required to work at least 5 hours on a designated job for Auction. Up to 10 hours worked after mid-May may be applied to the following school year's commitment. **Hours not completed will be billed to school families at a rate of \$10/hr.** (See handbook re: Virtus training and fingerprinting requirements) When volunteering at school, all families must sign-in on the list in front of the health office. This list is used to verify hours a family submits on the blue service hour voucher sent home every month. Also, in case of emergencies, this tells us who is on campus. **In order for a family to receive credit for hours worked, a blue service hour voucher must be completed and submitted on a monthly basis.**

### **SCRIP COMMITMENT**

Every family is required to buy \$3,000 in scrip/year (between mid May-mid May) or BUY OUT of the program for \$150.00. You can purchase scrip directly on the "SHOP WITH SCRIP" website ([www.shopwithscrip.com](http://www.shopwithscrip.com)) or through the weekly pink scrip form sent home each week. You can also receive scrip credit by sending your original Dennis Uniform receipts to the school office. Please refer to the *Commitment Handbook* for more detailed information.

### **PARISH COMMITMENT**

Every family is required to donate a minimum of \$400 per year to St. Euphrasia Church. Parishioners must use an envelope with a pre-assigned number (from the parish) when making donations. Otherwise, offerings may not be credited to your family account. Parishioners (that haven't been donating at least \$400/year for the past year), non-parishioners and non-Catholics must add the \$400 fee to their total tuition and fees collected through FACTS. Parishioners with a history of making donations for over a year, using a pre-assigned envelope, may choose the option to buy-out of this commitment by adding \$400 to the total Tuition & Fees. The school will forward these funds to the Church on the family's behalf.

Parish donations will be tracked from May 1st through April 30th. In January, the parish secretary will send a list of offerings received through December 31st. Donations should total \$200 or more by that time. Then, in May, the parish secretary will send another list of donations going back 12 months. The total offerings should total \$400 or more. If a family has not met their commitment, the school will send a bill for all or part of the donation. Once a payment is received, the school will submit the funds to the church on the family's behalf.

Please realize that a large percentage of your donation comes back to the school to help fund programs for your children. Since we are a parish school, we receive a very generous subsidy from St. Euphrasia Church on an annual basis.

## **E. DISCIPLINE**

### **EFFORT/CONDUCT POLICY**

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 the school mission and SLE's.

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). All students are expected to be academic and responsible learners who strive to make a difference in our world.

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 an **Office Referral**. When this is done, the principal or vice-principal will conference with the student. In most cases, the student is sent to the Vice Principal/Principal for a conference. The Referral is kept track of electronically through the Gradelink system and the Vice Principal is the keeper of these records. 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.

*Students who receive an Office Referral are ineligible to participate in after school activities, including sports, Incredibots (robotics), AJHD (decathlon), and Student Council activities.* Consequences for an *Office Referral* may also result in an after school detention consequence and a possible behavioral contract of expectations drawn up between the student and school. The Vice-Principal supervises referral procedures and detention. 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 an *Office Referral* are ineligible for honor roll recognition for the current trimester and are also ineligible for extra-curricular school activities for the subsequent trimester (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 and 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. Students may not run in the hallways or around the bathroom areas/school and parish buildings.
- Eat quietly in the lunch areas, and remain seated until dismissed by the Yard
- Stay within fenced area of school grounds.
- If a ball leaves the playground, tell the adult on yard duty.
- Rough play is never allowed.

- No Dodge Ball allowed.
- Eat snacks and lunch in assigned areas and remain seated until you are dismissed by the adult on yard duty.
- Clean tables and trash pick-up are everyone's responsibility.
- Proper language is expected at all times.
- Respect all persons and their personal property.
- Walk in line to get your hot lunch.
- Stop playing when the bell rings.
- Lunch pails must never be swung nor thrown.
- Do not play, socialize nor yell in the bathrooms.
- Students must line up on time at the end of recess and lunch.
- Students may not leave yard area without permission from yard supervisors.
- No cell phones -automatic detention given

### PEACEFUL PLAYGROUND

St. Euphrasia School strives to teach our students to "love and serve like Jesus" at all times. Classes who exhibit exemplary kindness and respect for others on the playground can earn "Peaceful Playground" recognition weekly. The following are the agreements to earn the weekly recognition:

- Remember to think about *What Would Jesus Do* and to *Love One Another*. Being kind and respectful to others is a sign of a good friend and buddy.
- Remember to share your classroom equipment with everyone in your class.
- Remember to resolve your conflicts without argument and with respect for all sides.
- Remember to walk to and from your class when the bell rings and when you are putting your lunches away.
- Remember to walk in the halls.
- Take care of our earth and clean up after yourself.

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 a student being sent to the office or given a **referral**.
- An Office Referral for behavior that impedes the safety and security of others is considered for serious violations of school rules and persistent disrespect of specified SLE's.

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.

Students are expected to put forth by participating in class, doing assigned classwork and homework, paying attention, etc. based on their age and ability. They also are expected to reflect Christian principles in their behavior (respect, kindness, obedience, proper language, etc.) At the end of each interim progress period, we evaluate the students in the light of their

effort and conduct. Any student with unsatisfactory conduct will be placed on probation for the following interim progress period. If the student with unsatisfactory conduct does not improve during probation, he/she may be asked to leave St. Euphrasia School. Similarly, any student with **poor effort** (Unsatisfactory) will be on probation the following interim progress period. Any student who does not improve in effort after two progress periods will be reviewed by his/her teachers and the principal, and recommendations will be made. Students who receive an academic grade of *D* or *Unsatisfactory* in effort and/or conduct will be on probation.

### **DETENTION POLICY**

Mutual respect and self-discipline is essential to and for every member of our school community. Each of us reflects the image and likeness of God. Respect of oneself, students respecting students, students respecting teacher, teachers respecting students and teachers respecting teachers and parents are all needed. It is the responsibility of the students and teachers to exemplify and extend mutual respect to staff, volunteer parents, and guests. Students are responsible for their own actions and choices.

Detention will be served after school (or during a recess time) that is set by the vice-principal/principal after a parent conference. Detention will be implemented to students in Grades 3-8. Note that some Conduct/Discipline written referrals may result in immediate school suspension.

### **SUSPENSION**

Students who are suspended are given credit for missed daily work if completed as assigned. Missed tests may be taken upon return to school. Student must report to the principal/vice-principal with their parent upon return from a suspension.

### **SCHOOL SEARCHES**

In the event that any items belonging to a student are confiscated, the principal should document that fact and, when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found. **It is understood that all students must abide by the rules of the school and that parents support these policies.**

### **SECULAR CULTURE**

In today's culture children are being exposed to many things that are contrary to our Catholic values. Many commonly viewed movies, television shows, movies, videos, parent advisory CDs, video games, apps, and internet and social media sites are not appropriate for children. Children should be supervised at all times. *Be aware of what your child is doing on the internet.* Electronic devices should be in a room visible to the parents. The child's devices should be removed each night. Purchase software that protects the child from pornographic sites. Know your child's instant messaging buddies. Teach responsibility with cell phone use. Catholic/Christian parents must be aware of all the influences facing our young people today. The duty of a Catholic/Christian parent is to **protect** our children from immoral values and expose them to healthy moral ones. Parents are encouraged to refer to the website [www.cyberwise.org](http://www.cyberwise.org) for help and assistance in this important responsibility of parenting a child in today's secular world.

## **MIXED PARTIES**

Mixed parties involving the middle school students, even though these parties are held at home, **are strongly discouraged**. Parents are asked to cooperate with this regulation since there is a definite carry over in the school from this type of social life and problems appear. Adolescents need understanding, love and guidance from parents and teachers; they emotionally need time and formation to help them mature in choosing Christian behavior in all situations. It is not wise to push children to grow up too quickly.

## **CONDUCT IN THE USE OF ELECTRONIC and SOCIAL MEDIA**

Conduct in the use of electronic media and in cyberspace has a real-world impact which can greatly affect our school's ability to nurture, educate, and support our students and families. The school's rule and conduct policies, and those of the Archdiocese of Los Angeles (particularly "Sec. 1.1. - Code of Christian Conduct Covering Students, Parents, Guardians and Other Responsible Adults" of the Archdiocesan Policies and Procedures), will apply to the use of all electronic media, social websites, and internet usage. Students and parents are expected to conduct themselves according to the basic Christian principles of charity and love of neighbor when using electronic technological resources. Postings and content on such resources by students and parents must meet school conduct expectations.

## **LEAVING THE SCHOOL GROUNDS**

Except in the case of injury, illness or other emergency, students will not be released during the school day unless they have a written request from their parent/guardian and approval of the principal. Students must be checked out through the school office, not from the classroom.

## **DAMAGED OR LOANED PROPERTY**

The school may withhold from parents/guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, or the return of loaned property, in accordance with school policy.

# **F. HEALTH, ILLNESS AND ACCIDENT PROCEDURES**

## **HEALTH ISSUES**

Any student who has stitches or casts or braces are **NOT** allowed to do physical activities (PE, recesses until the stitches, cast, or brace is removed by doctor's orders. All such incidences require a doctor's note.

## **HEALTH RECORDS AND POLICIES**

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.

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 universal precautions (and other subjects are available from the principal). St. Euphrasia School follows the policies stated in the Archdiocese of Los Angeles School Administrative Handbook (<http://handbook.la-archdiocese.org/>).

## **ILLNESS**

If a child becomes ill during school hours, the parent will be contacted to come to the office for the child. Children will be released during school hours to parents only, or to the persons listed on their emergency card, in case the parent is not available. First aid will be administered for minor injuries. If there is a serious injury, you will be notified immediately. If the child needs hospital emergency care, the school will call 911.

## **INSURANCE**

In case of an accident during school or en-route to or from school, all students are covered by the Archdiocesan Insurance Policy. Accidents must be reported to the principal on the same day or before 8:10 a.m. the following day. Claim forms are available in the school office. Accidents caused by skateboards or tackle football are not covered.

## **MEDICATION**

To protect all children and to conform to the State Education Code, ***no student may bring any medication (prescription or non-prescription) to school.*** Only medication prescribed by a health care provider may be taken during school hours. If a student needs medication either for a few days or over an extended period of time, and it must be given during school hours, an "Administration or Medication During School Hours" form must be requested from the school office. Physician/health care provider will write all directions on the form. It must be signed and dated. ***Medication must be delivered by the parents or guardian to the office in the original labeled prescription bottle/inhaler/EPI Pen, together with the Medication form signed by the health care provider and parent/guardian.***

## **IMMUNIZATION**

**Immunization is required for admission for all grades.** 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 7 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. Students entering Grade 5 are encouraged to have a physical examination which includes scoliosis screening.

Students entering Grade 7 or 8 must show proof of a TDAP booster before starting school.

***\*\* Each year the Health Chairperson and the committee will screen the students' vision and hearing. They will notify you if there is a need to have a further medical examination.***

## **LICE**

Students found to have evidence of lice are removed from the classroom and parents are notified.

## **G. KNIGHTS CLUB AND AFTER SCHOOL ENRICHMENT**

### **KNIGHTS CLUB/EXTENDED DAYCARE PROGRAM**

The **KNIGHTS CLUB** extended daycare program is offered for regularly enrolled children, TK-8. The program is supervised by school personnel during the hours of 7:00 –7:30a.m., and from 3:15-6:00p.m. on the days school is in session, including early dismissal and minimum days. An additional fee is charged for this program. 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 3:15 p.m. (who are not under supervision of an adult) are required to sign in with Knights Club staff for after school care. The 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 3:15 p.m. will be signed into Extended Day Care and parents will be billed. All after school programs are consistent with the school's philosophy and mission. The principal is the administrator responsible for the managerial aspects of the program.

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.

*All school 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. All parents must officially sign out their child upon pick up.

### **AFTER SCHOOL ENRICHMENT CLASSES**

St. Euphrasia School offers a variety of after school enrichment classes for students. Classes may have their own age/grade level requirements and other restrictions. Most of these classes are separately vendored and payment for the class is made directly to that vendor. All after school class instructors must follow the St. Euphrasia School Adult Safeguard the Children policies and provide evidence to the principal of those safe environment requirements.

For the current school year, the following classes are offered: Hip Hop, GA Tennis, Art, and Cooking. Students enrolled in these classes are not charged for Knights Club while in attendance at these classes.

## **H. OTHER SCHOOL INFORMATION**

### **FINGERPRINTING/VIRTUS TRAINING/TB CLEARANCE**

Before participating in ANY school activity with students, adults must be fingerprinted and be trained in the VIRTUS program. Any adult working with students on a consistent basis must also have TB clearance.

### **SCHOOL PUBLICATIONS DISPLAYING STUDENT PHOTOGRAPHS & INFORMATION**

St. Euphrasia School publishes a number of school related materials in various media including the yearbook, brochure, website, alumni newsletter, posters, Facebook, Instagram, and other informational or promotional materials. As a condition of enrollment at St. Euphrasia School, parents/guardians are consenting to the use of pictures or videos taken of their students in such publications and without compensation for such use. In respect to all published materials and media, except the yearbook, there will be no personally identifying information that relates a student's image to his/her personal information such as name, telephone numbers, addresses, names of other family members, names of friends, e-mail addresses, specific location of a student at any given time, grades, or any other academic information, unless written permission is granted by a parent/guardian – however, pictures or videos of groups of students involved in a school-related activity may be identified by the group name (i.e. the name of a team, club, extracurricular activity, or other student or school related organization). The yearbook will contain information identifying students to their pictures, but such identification will be limited to student name and class only. *At the beginning of each school year, parents/guardians are given an opportunity to ensure that their child is “opted out” of any of these pictures by returning the required form back to school within the first two weeks of the school year.*

Photographs or videos taken by school personnel or staff are the property of the school. Photographs or videos taken by parents or third parties and provided or submitted to the school become the property of the school without compensation, unless otherwise agreed. Such photographs and videos may be used as determined appropriate by the school for school purposes, and remain the property of the school whether displayed in a school publication or not. Photographs and videos are often taken by parents, family, visitors, and students at sporting events, concerts, presentations, graduation, and other activities where students are present and the public is allowed. These photographs and videos may be published in print or posted on websites by those taking them. St. Euphrasia School has no control over the use of such photographs and videos. However, school students and families publishing or posting such photographs and videos must do so within the conduct policies of the school. Occasionally permission is requested to photograph or videotape our students in their school activities by a person or organization not employed by the school for non-school related purposes. In such a case, permission to photograph students will be explicitly requested from a parent/guardian.

### **WORK PERMITS**

No minor may work without a permit. Under certain conditions work permits are granted to students. Student work permits may be obtained from the Work Experience office in the local area. A copy of the signed work permit must be kept in the student's file.

### **SCHOOL SUPPLIES AND BOOKS**

Students are required to have their necessary supplies in their classroom beginning the first day

of school. The list of required supplies for each grade is provided at the end of each school year (May/June) for returning and new students and is listed in the school's web site. Only required school supplies are allowed in school. Pencil and crayon sharpeners and permanent markers are not allowed nor are electronic watches/iWatches, cell phones, cameras, or recording devices. All school books must be carefully and neatly covered. Hard cover texts MUST be covered with "book sox." A record is kept of the set of books being used by each child. Each student will therefore be held responsible for any lost or damaged books in his/her use. Parents/guardians are financially responsible for damaged books.

### **BACKPACKS**

One small sized backpack for grades TK-2. Rolling backpacks allowed in grades 3-8. Luggage type carriers are not allowed. Classrooms cannot accommodate such large pieces. Please consider purchasing a second set of books if this is a problem. Handles must be retractable.

### **LOST AND FOUND**

During the school year, many unidentified articles are left unclaimed. This can be avoided if clothing and lunch boxes are ***permanently and clearly labeled***. The Lost and Found cabinet is located under the stairs near the Grade 4 classroom. At the end of each month, unclaimed articles will be sent to the missions; so please check immediately when you realize something has been misplaced. *The school is not responsible for lost, damaged or stolen items.*

### **CELL PHONES AND ELECTRONIC DEVICES**

Cell phones and other portable communication devices (IPhones, Ipods, I pads, Android/Windows phones, speaker devices (walkie-talkies), MP3 players, pagers, netbooks, reading devices) may be brought to school with written parent permission. However **all devices must be turned off and stored in a backpack, unavailable for student use during the school day**. *The device cannot be visible or accessible. Communication devices may not be turned on during the regular school day for any reason, except in an emergency and with the express permission of the responsible adult in authority.*

This prohibition includes, but is not limited to study hall, lunch breaks, recesses, class changes or any other scheduled/non scheduled school activity that occurs during regular school hours. Students can use devices during their stay in the Knights Club after school program, with the permission of the Knights Club staff and only in the area designated as for this. Students will not have unlimited use of electronic devices during the after school programs. The use of these devices is at the sole discretion of the supervising adults.

Note that students are not allowed to use any personal communication device to take pictures of any students or any school community member during the school day (or at any school activity) without the express verbal/written permission of a school faculty member or administrator.

If a student uses a communication device (or any of its functions) for any reason during a school activity without permission from a SEU staff member, the following measures will be taken:

- The device will be confiscated from the student by the supervising adult/teacher. The content on the device will be checked, and images will be deleted.
- The parent/guardian will be called and informed of the situation. The device will only

be returned to the parent/guardian, and the student will receive a referral.

- 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 incident, including suspension and expulsion.
- If a device is used for cheating, the student will be removed from the testing situation and their parent/guardian will be called. Disciplinary action steps will then be taken.

The school is not responsible for the lost, misplaced, stolen or broken communication devices, or for any unauthorized use of such devices. The school will not pay to replace devices that are lost, misplaced, stolen. The school is also not liable for any communication (device) charges.

## **BIRTHDAYS**

Birthday parties at school are discouraged. Note that your child is recognized on their birthday both in their classroom, and at a weekly assembly. Each teacher will explain their policy about student parties at Back to School nights.

It is 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 teachers.

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.

## **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 School Reach system.

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

**Parents/guardians can expect that a notification will be made by phone text, e-mail and posted on the school website (if possible). We will also use the Gradelink email system to notify you.**

## **FIRE DRILLS**

Fire drills are held monthly and the children are taught fire prevention.

## **EARTHQUAKES**

Practice drops are held on the same day as fire drills as a means of preventing injuries in case of an earthquake. Each classroom is equipped with water, an emergency bag and private portapotty. Upstairs classes are equipped with emergency window ladders. Emergency Kits are stored in our Emergency Shed on the Shoshone Street side of the parking lot, along with the general emergency supplies.

The safety and welfare of our students is an important responsibility of teachers and the principal. At no time is their safety more important than when a state of emergency arises during the school day. Public safety officials say the school environment provides the safest possible protection during an emergency when coupled with developed procedures and a plan of action. It is imperative that we – teachers, parents and students – be thoroughly and adequately prepared to meet such emergencies. A common strategy and a coordinated course of action are musts if we are to avoid confusion and possible tragic results.

## **LOCK DOWN**

When police activity in the area warrants a lock down, the lock down code will be called by the administration. All classroom doors will be locked. **No student will be released to any parent/guardian during lockdown.** All classrooms are equipped with emergency supplies, including port-a-potties and privacy tents.

## **SMOG ALERTS**

We will follow the advice of the South Coast Air Quality Management District whenever a smog alert is issued. If your child has a health problem, you may send a note requesting he/she remain indoors. Physical education classes will be restricted or held indoors when the District advises, and after-school sports will be canceled.

## **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.

## **LUNCH PROGRAM**

A daily "Hot Lunch" is available to students five days per week by an outside vendor. The vendor used is [choicelunch.com](http://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](http://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. 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 sees that all lunches are delivered to the classrooms prior to the first recess. If a lunch is dropped off after that, the student is sent down to the office to retrieve their lunch. It is important for all parents to remember that providing lunch for your child every day is an important parent role and responsibility. If a student does not have a lunch (and one is not delivered to the office), your child will receive a lunch snack or an emergency lunch. You will be notified by your child's teacher when this occurs.

## **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. 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.

## **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.

## **PARENTAL INVOLVEMENT**

Parents are the primary educators of their children, and the teachers, Sisters and priests assist them in their important vocation. If the Christian School Community is to be effective, parents must be aware of and **supportive of the school's policies and procedures in both actions and words**. We must build a community of trust and cooperation in the spirit of the Gospel of Jesus. Christian ethics require loyalty and sincerity. If there is a complaint or concern, please take it **directly to the teacher**, and then if necessary, to the principal.

## **NON-CUSTODIAL PARENT ACCESS TO INFORMATION**

In the absence of a court order to the contrary, St. Euphrasia will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The school will not be held responsible for failing to honor arrangements that have not been made known in writing.

## **CHANGES TO THE HANDBOOK**

Changes to this handbook may be made when there is a need to revise or add a school policy or procedure, or provide additional information about the school. Changes may be made by issuing an addendum or by revising the handbook directly. The revision date of the handbook will be shown on the first page of the Table of Contents. Notification of any addendum or revision will be provided through the family envelope, school website, Gradelink, or other appropriate means.

## **PARENT AGREEMENT**

Each year Parents/Guardians are required to sign the Parent Agreement of the Archdiocese of Los Angeles, which states:

### **Agreement**

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

b. the principal is responsible for the immediate direction and supervision of the school program.

2. We understand that certain responsibilities require our continuous support if the school is to achieve its goals. We agree, therefore,

a. to participate in the religion program and related activities in order to make the teaching of religion a reality in the life of our child(ren)

b. to encourage our child(ren) to learn by providing an environment suitable for home study

c. to abide by the decision of the principal regarding suitable grade placement and advancement or retention of our child(ren)

d. to abide by all school and Archdiocesan regulations and policies and to accept all disciplinary actions, including withdrawal of our children, for non-compliance with these regulations and policies, and

e. to complete and return all forms and records necessary to comply with school, Archdiocesan or state regulations.

3. We understand that tuition and fees cover only a part of the total cost of educating our child(ren). We agree, therefore,

a. to support the school through regular tuition payments, fees and fund raising activities,

b. to assist in making up the deficit by assuming a share of the duties for fund-raising and other support activities assigned by the principal, and

c. to abide the decision of the pastor should circumstances require us to request exemption from all or part of our obligations.

### **Acceptance**

We understand that we may be asked to withdraw our child (ren) from the school if we fail to fulfill our responsibilities under this Agreement. We agree, therefore, that our signatures on the Parent Agreement indicate our willingness to fulfill our obligations under the provisions of this Agreement and to support actively the philosophy and goals of the school as well as its programs.

## APPENDIX A

### CODE OF CONDUCT FOR STUDENT WORKERS/VOLUNTEERS

I promise to strictly follow the rules and guidelines in this Code of Conduct. I understand that any action inconsistent with or failure to take action mandated by this Code of Conduct may result in my removal from my volunteer or work assignment.

As a student volunteer I will:

- Respect the adults and supervisors with whom I interact
- Safeguard at all times children or other youth entrusted to my care
- Treat everyone with respect, loyalty, patience, integrity, courtesy and dignity
- Take care to be positive, supportive and caring in my speaking, writing and actions with the children/youth
- Avoid situations where I am alone with a child/youth
- Use positive reinforcement rather than criticism or comparison when working with children/youth
- Cooperate fully in any investigation of abuse of children/youth. Report suspected abuse to my supervisor, or if it involves my supervisor, report it to the principal or pastor at the location
- Be aware that young people can easily become infatuated with a youth leader or an adult. If I sense that this is happening. I will not encourage it. I will make my administrator aware of it so that the supervisor can resolve the matter, including reassigning me to other activities.

• Maintain appropriate physical and emotional boundaries with the children/youth

• Dress appropriately and not wear any clothing with offensive messages or pictures

As a Student Volunteer I will not:

- Endorse, during my ministry, any view contrary to the teachings of the Catholic Church
- Commit an illegal or immoral act
- Smoke or use tobacco products
- Use, possess or be under the influence of alcohol or illegal drugs at any time while at work or volunteering
- Verbally threaten or physically abuse anyone
- Use profanity in the presence of children/youth
- Use discipline that frightens or humiliates a child/youth
- Touch a child/youth in a sexual, overly affectionate or other inappropriate manner
- Sexually harass, request sexual favors from, or make sexually explicit statements to anyone
- Place myself in a situation where my interaction with a child/youth cannot be witnessed
- Participate in private visits, parties or other activities with the children/youth unless approved by my supervisor
- Accept gifts from or give gifts to children/youth in my care without approval from my supervisor
- Tolerate inappropriate or bullying behavior by a child/youth towards another child/youth
- Fraternalize with minors over the internet or through other forms of communication

We, the undersigned, have read and understand the Archdiocese of Los Angeles *Boundary Guidelines for Middle School and High School Youth Working or Volunteering with Children or Youth* and will abide by them at all times. We also understand and agree the parent or guardian will be notified at the time of any infraction requiring dismissal from any work or volunteer assignment at the school or parish or other setting where the student is working or ministering, and that he/she will be sent home at the expense of his or her parent or guardian.

Print Name of Youth: \_\_\_\_\_

Work or Volunteer Position: \_\_\_\_\_

School or Parish: \_\_\_\_\_

Signature of Youth Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Signature of Parent or guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Signature and Title of Witness: \_\_\_\_\_ Date: \_\_\_\_\_

### **APPENDIX B**

Fillable .pdf available at [http://school.policy.laarchdiocese.org/Resources/Chapter\\_X/parental\\_release\\_for\\_child\\_non\\_comm/?i=883](http://school.policy.laarchdiocese.org/Resources/Chapter_X/parental_release_for_child_non_comm/?i=883)

### **APPENDIX C**

Fillable .pdf available at [http://school.policy.laarchdiocese.org/Resources/Chapter\\_XII/Student\\_and\\_Youth\\_Activity\\_Permission\\_Form/?i=808](http://school.policy.laarchdiocese.org/Resources/Chapter_XII/Student_and_Youth_Activity_Permission_Form/?i=808)

**APPENDIX D**  
**ARCHDIOCESE OF LOS ANGELES**  
**MEDICATION AUTHORIZATION AND PERMISSION FORM**

Part A, B & C to be completed by a licensed Physician

Part D by parent/guardian – *please print*

A. \_\_\_\_\_

Last Name of Student First Name Sex Birth Date

\_\_\_\_\_  
Purpose of Medication or Diagnosis Name of Medication

\_\_\_\_\_  
Dosage Prescribed Time Schedule at School Dose Form (tablet/liquid) Color

\_\_\_\_\_  
Date of Prescription Length of Time this Medication will be Necessary

B. Physician's Recommendations. (check where applicable)

\_\_\_\_\_ Please notify this office if patient misses medication at school.

\_\_\_\_\_ Medication may have adverse effects (explain) \_\_\_\_\_

\_\_\_\_\_  
Special instructions and/or comments \_\_\_\_\_

C. Physician's Authorization. The student for whom this medication is prescribed is under my care.

\_\_\_\_\_  
Print Name of Licensed Physician Signature of Licensed Physician

\_\_\_\_\_  
Address Telephone Date

D. To the Parent/Guardian: The inhaler may be carried by the student and used as prescribed after this form has been filed with the school health office.

Permission for Medication to be Taken During School Hours

I request that my child, \_\_\_\_\_, be permitted to carry and use an inhaler at school during school hours as prescribed by his/her doctor. I will comply with the policies and procedures determined by the school district.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date Day Telephone Emergency Telephone

09/01/02

**E. ACCEPTANCE OF HANDBOOK St. EUPHRASIA SCHOOL  
Parent/Student Policies Agreement Form**

*(Please print except where signatures are required)*

**ACCEPTANCE OF PARENT/STUDENT HANDBOOK**

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

Father's/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother's/Guardian's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print student names and grades:

Student's First Name \_\_\_\_\_ Grade \_\_\_\_\_

Please return this signed form promptly to the School Office.

This form will be placed in the students' permanent files

## APPENDIX E PRAYER OF ST. EUPHRASIA



### *THE PRAYER OF ST. MARY EUPHRASIA PELLETIER*



God of compassion, may every beat of my heart be a prayer to obtain your grace and care for those most lost in our world.

May every breath I take be a prayer for your mercy for those who are most in need.

May all those with whom I make eye contact see themselves as you see them.

May all those I touch experience themselves as valuable because of your tender and forgiving presence.

And may I always be open to receiving your love, and being an instrument of your love in the world.

“May all those with whom I make eye contact see themselves as you see them.

May all those I touch experience themselves as valuable because of your tender and forgiving presence.

And may I always be open to receiving your love, and being an instrument of your love in the world.”

St. Mary Euphrasia Pelletier

## **PART TWO**

### **ARCHDIOCESAN POLICIES & PROCEDURES**

#### **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 homebased 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 2013*

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 Middle School and High School Youth Working or Volunteering with Children or Youth**

*Revised 2013*

To ensure the safety of the children in the Archdiocese of Los Angeles, all youth volunteers, both middle school 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, admissions policies, scholarship and loan 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 Grade 1 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 noncustodial 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 Part Two, School Publications Displaying Student Photographs & Information.

#### **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.

- 9 -

- 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 **Part One**.*

### 2.6.c 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.d 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 **Part One**.*

### 2.6.e 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.

## **2.7 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](http://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>

## **2.8 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 a Grade 8 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 Grade 8 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.

### **1.1. 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. 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 7 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.