



2021-2022

PARENT-STUDENT HANDBOOK

With faith in Jesus, we love and serve others.

ST. EUPHRASIA SCHOOL
17637 MAYERLING ST.
GRANADA HILLS, CA 91344
818-363-5515

St. Euphrasia School

2021-2022

PARENT-STUDENT HANDBOOK

(Revised: October 19, 2021)

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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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 Valley taught first and second 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 24 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 & white.

SCHOOL ORGANIZATION, STAFF ROLES AND RESPONSIBILITIES

ADMINISTRATION

Pastor: Fr. Alden Sison

Principal: Mrs. Jean Ornelaz

Email: jornelaz@stemail.org

ADMINISTRATIVE TEAM

Vice Principal: Mr. Michael Muir

Email: mmuir@stemail.org

Office Manager: Mrs. Jessica Tran

Email: jtran@stemail.org

Business Manager: Mrs. Nancy Gillen

Email: ngillen@stemail.org

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

Faculty Leader – Catholic Identity/Student Ministry: Ms. Angelica Escobedo

Faculty Leader – Student Life/Leadership: Ms. Lindsey Dall

Faculty Leader -- Enrollment/Marketing: Mr. Michael Muir

ELEMENTARY/MIDDLE SCHOOL

Transitional Kindergarten: Mrs. Christine Lotta	Email: clotta@stemail.org
Kindergarten: Mrs. Lisa Madariaaga	Email: lmadariaga@stemail.org
Grade 1: Mrs. Providence Fletcher	Email: pbfletcher@stemail.org
Grade 2: Mrs. Lisa Erman	Email: lerman@stemail.org
Grade 3: Mrs. Dana Theodore	Email: dtheodore@stemail.org
Grade 4: Ms. Lindsey Dall	Email: ldall@stemail.org
Grade 5: Mrs. Angela Pantoja	Email: apantoja@stemail.org
Grade 6: Ms. Angelica Escobedo	Email: agonzales@stemail.org
Grade 7: Mrs. Carla Nunneri	Email: cnunneri@stemail.org
Grade 8: Mr. Mike Muir	Email: mmuir@stemail.org
P.E. & Athletic Director: Mrs. Brenda Zaragoza	Email: bzagoza@stemail.org
Learning Lab/STEP Coordinator: Mrs. Kathy Louis	Email: klouis@stemail.org
Theater Arts Gr. 6-8: Mrs. Brenda Zaragoza	Email: bzagoza@stemail.org
Music Gr. TK-2: Mrs. Patti McKenna	Email: pmckenna@stemail.org
Music Gr. 3-8: Mr. Alex Nizzoli	Email: anizzoli@stemail.org
Visual Art Gr. 1-8: Mrs. Janet Charek	Email: jcharek@stemail.org
Librarian: Mrs. Jane Harrier	
TK Assistant: Ms. Samantha Romero	
Kindergarten Assistant: Mr. Tristan Stein	
1st Grade Assistant: Mrs. Patti McKenna	
2nd Grade Assistant: Mrs. Renee Nagel	
3rd Gr. Assistant: Mrs. Andrea Lopez	
4th Gr. Assistant: Mrs. Theresa Vajnar	
Health Room & Office Assistant: Ms. Missy Catherall	
Daycare Staff: Mr. Joseph Moreno, Ms. Missy Catherall, Mrs. Zayra Romero, Ms. Ashley Salvador, Ms. Sarah Tobo	

DAILY SCHEDULE

SCHOOL SCHEDULE: MONDAY – THURSDAY

7:00 – 7:30 a.m.	Knights Club Morning Daycare
7:30 – 7:55 a.m.	Supervision for all students on the yard
7:50 a.m.	Line Up Bell
7:55 a.m.	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
10:15 – 10:45 a.m.	TK & Kinder Recess
11:45 – 12:15 p.m.	Lunch for Gr. 1-4
12:00 – 12:30 p.m.	Lunch for Gr. 5-8
12:00 – 12:30 p.m.	TK & Kinder Lunch
3:00 p.m.	Dismissal for all grades
3:20 p.m.	Unsupervised children are taken to Knights Club (Parents will be billed for Daycare)
3:15 p.m. – 4:30 p.m.	After-school sports & classes
3:20 p.m. – 6:00 p.m.	Knights Club Extended Daycare

SCHOOL SCHEDULE: FRIDAY (1:15 P.M. EARLY DISMISSAL) *

7:00 – 7:30 a.m.	Knights Club Morning Daycare
7:30 – 7:55 a.m.	Supervision for all students on the yard
7:50 a.m.	Line Up Bell
7:55 a.m.	Beginning of School Day
1:15 p.m.	Early Dismissal
1:35 p.m.	Unsupervised Children are taken to Knights Club (Parents will be billed for Daycare)
1:35 p.m. – 6:00 p.m.	Knights Club Extended Daycare

**Same recess & lunch times apply*

SCHOOL SCHEDULE: MINIMUM DAY (12:25 P.M. EARLY DISMISSAL) *

7:00 – 7:30 a.m.	Knights Club Morning Daycare
7:30 – 7:55 a.m.	Supervision for all students on the yard
7:50 a.m.	Line Up Bell
7:55 a.m.	Beginning of School Day
12:25 p.m.	Early Dismissal

**Same recess times apply (no lunch on minimum days) – see the yearly calendar for these dates*

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**. Alternatively, families have the option to order lunch daily through Choice Lunch (www.choicelunch.com). 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 lifestyle.

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 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.

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 critical to the Parent Teacher Council (PTC) in their community building and fund-raising efforts. Room Parents are also the primary contact for school emergency issues as a designated "first contact" at the direction of the principal or designated site administrator. Room Parents 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.

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:

- Boys and girls are required to have hairstyles that are neat. For boys: hair should not be longer than the top of the ear lobe and should not touch the shirt collar. For girls: no hairstyles or hair accessories that cause enough attention to become a distraction.
- Certain hairstyles are not permitted (including shaved, Mohawk/faux hawk, spiked, tails, steps, any fades, or unnatural hair colors). Hair is to be of one natural color.
- Students are not permitted to wear makeup at school, and only clear nail polish is allowed.
- Jewelry worn must be religious (i.e. a religious medal necklace or bracelet) and must be safe to wear (determined by school administration). Earrings can be worn (one pair of earrings, only for girls) and must not hang lower than the tip of the earlobe. This rule is for safety reasons. One bracelet may be worn if it has 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 visible beyond the top of the shoe.
- Shoes must be white, navy blue, gray or black. All shoes must be secured with laces, Velcro, or buckles (no slip-on).

UNIFORMS

Students are required to be in complete uniform on the first day of school. The uniforms are available at Dennis Uniform located in Woodland Hills. Only Dennis Uniforms are permissible.

Exceptions to Dennis Uniform:

- 8th Grade Sweatshirts that are made available to students in the 8th grade after their annual Beach Retreat Trip
- 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
- School Event T-Shirts and Dennis Uniform PE sweatpants (**PE Days only**)

Boys' Uniforms

Pants – Dennis Uniform navy blue slacks or navy-blue walking shorts.

Shirt – Dennis Uniform navy blue or white polo shirt with school logo.

Sweaters – Dennis Uniform navy blue V-neck, crew neck, or sweater vest with school logo.

Sweatshirt – Dennis Uniform sweatshirt with school logo.

Outerwear – Dennis Uniform navy blue jacket with school logo.

Girls' Uniforms

Pants – Dennis Uniform navy blue slacks or navy-blue walking shorts.

Shirt – Dennis Uniform navy blue or white polo shirt with school logo.

Sweaters – Dennis Uniform navy blue V-neck, crew neck, cardigan or sweater vest with school logo.

Sweatshirt – Dennis Uniform sweatshirt with school logo.

Outerwear – Dennis Uniform navy blue jacket with school logo.

Jumper – Dennis Uniform navy-blue or belair plaid - no more than 3” above the knee. Shorts must be worn under jumpers.

Skorts/Skirts – Dennis Uniform navy blue or belair 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 socks in cold weather.

P.E. Uniforms

Shirts – Dennis Uniform navy blue t-shirt with school logo or school event t-shirts (i.e. Jogathon t-shirts).

Pants – Dennis Uniform slacks/shorts (as listed above) or sweatpants.

Mass Uniforms

Students are to wear polo shirts (tucked in) and belts on Mass days. Do NOT wear P.E. sweatpants or P.E. shirts on Mass days. *Please note: Belts are not required for children in Gr. TK-2.*

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 <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, spaghetti strap, or tight clothing; 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 ripped style jeans. Leggings, jeggings, skinny jeans may be worn with a tunic length top, dress, or skirt 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, dress shoes with low/medium heels. 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.

MEDICAL APPOINTMENTS

When time is spent in medical and dental appointments, this is referred to as a medical absence. **Please try to schedule appointments outside of the school day. If this is not possible, a note from the doctor 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.

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 voicemail message or email the Health Office (mcatherall@stemail.org). 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. COVID, lice, chicken pox, streptococcal virus, or conjunctivitis, etc.), parents must 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 may not return to school after an illness until a normal body temperature is maintained for a 24-hour period without the aid of fever-reducing medication.

EXTENDED ABSENCES

Parents must notify the principal and notify all of the child's teachers in writing at least two weeks prior to departure for an extended absence. When a student is absent for 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). All assignments/tests will have to be made up upon the student's return within a time limit set by 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 be given for missing work, and If the work is not completed in the specified time, the incomplete becomes a failure (F). Policies on being able to make up testing and assignments are as follows:

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

TARDINESS

It is the responsibility of the parent to see that the student arrives at school by 7:50 a.m. each day. Students who are not in line when the final bell rings (7:55 a.m.) are considered late to school. Late students must be accompanied by a parent and enter the school building at the Mayerling gate where they will be checked in. 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.

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 advance. 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. DO NOT go to the office gate to pick up at dismissal.** 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. If you live close enough to school and you choose to allow your child to ride a bike or walk to/from school, you must notify the school in writing. (See below.)

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 St. 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 3:20 p.m. (or 20 minutes after early dismissal) 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 St. 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 carpool/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 3:30 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 email 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. Ornelaz), 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: WEEKLY NEWSLETTER

Each Tuesday, a digital Weekly Newsletter is emailed to all families. It contains a bulletin (with general school information, upcoming events, and after school activities) and school, Student Council and PTC flyers. All school flyers are distributed to families in the Weekly Newsletter and are also posted on Gradelink for review and downloading. Families are asked to refer to Gradelink for updated information and weekly bulletins.

It is critical that the contents of the Weekly Newsletter are reviewed by parents/guardians every *Tuesday*. Subsequent to a Monday holiday, the newsletter is sent home on Wednesday of the same week. At St. Euphrasia School, we are committed to helping reduce the environmental impact of 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.**

PAYMENT OF FEES

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. daycare) are due in the school office **around 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.

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*.

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 St. Euphrasia School administration and teaching staff then set the calendar to reflect the local school and parish activities. The revised calendar is sent to each school family during summer (for the upcoming school year). An updated yearly calendar is emailed to families on the first day of school. Yearly, monthly, 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 email the teacher or call the office and leave a message for the teacher.

SCHOOL WEBSITE

The website of St. Euphrasia is www.steuphrasiaschool.org. All school information is posted on our school website and/or Gradelink. For specific homework assignments, please use the system that your child's teacher has in place. This is explained by the teacher at Back to School night. The Weekly Calendar is also available on the web site.

GRADELINK

For the 2021-2022 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 and notify the office if there are any changes (ie: email, phone number, authorized emergency adults, etc.)**

ST. EUPHRASIA SCHOOL SOCIAL MEDIA PAGE

The School maintains a school Facebook and Instagram account where students and parents can view 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/

Instagram: st._euphrasia_school

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. Spanish is taught to all students Grades TK-8. *Curriculum offerings include:* Religion • Mathematics • Fine Arts/Theater Arts • Reading/ELA • Science • Computer Science/Coding (Gr K-8) • Social Studies • Music • Spanish (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 TK-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 all grades participate in the school activities. Students in grades 3-8 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 overall 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

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 6-8 generally use Chromebooks in addition to iPads. Students in grade 6-8 use Chromebook and iPad computers for special projects, research and academic assignments. Each classroom (grades TK-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. An Acceptable Use Policy, listing all L.A. Archdiocese Department of Catholic School and St. Euphrasia School policies, is to be read and signed by parents each year when enrolling on Gradelink. *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. 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
- 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 school 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 1-8 visit the school library on a weekly basis. 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.

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 Mass once a week. 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 sent 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 – Ms. Escobedo (aescobedo@stemail.org). Ms. Escobedo 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-directed, 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.

HOMEWORK

The purpose of homework is to reinforce material already taught in class and to foster habits of independent study. Generally, 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).

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 it is the student’s responsibility to remember to bring in their work to school. Please do not deliver your child’s work for them.

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, at the end of the 2nd and 3rd trimesters. 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

Transitional Kindergarten 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 4 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%		

Work Habits/Behavior:

O = Outstanding **S** = Satisfactory **U** = Unsatisfactory

G = Very Good **NI** = Needs Improvement

Skills: + = Area of Strength √ = Area for 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. When a teacher uses a rubric for student work/projects, it is shared with the student/parent.

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 1st 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. 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.

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.
- Additional service awards are distributed for Parish (Altar Servers) and School Service (Student Council Officers).

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).

- 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 and are reflected in the Student Learning Expectations.*

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 7th or 8th grade students. The Student Body President and Vice President must be enrolled in Grade 8 and be enrolled in the school for a minimum of two years prior to running for student body office. 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 8th grade students and the Yearbook Advisor. Parents and interested persons may subscribe to have special messages in the yearbook. Yearbooks are included in the tuition fees and are distributed before graduation in June.

SPORTS PROGRAMS

Flag football, basketball, softball, volleyball, track & field, and soccer 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 Catholic Youth Organization (CYO) 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

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** 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-month or 12-month basis. Parents have an option of paying the total year's tuition by a designated date in May.

REGISTRATION & FEES

The Registration Fee for 2021-2022 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 \$1,200 includes books, activity fees,

emergency supplies, yearbook, health room and yard duty assistants and field trips. There is an additional per student fee of \$150 in Grade 2 (sacramental retreats and lunches); \$300 in Grade 6 (science camp, digital instruction programs, and technology); \$300 in Grade 7 (digital instruction programs, technology, books/bible, and labs); and \$550 in Grade 8 (May Crowning, Baccalaureate, Graduation expenses, digital instruction programs, and technology).

TUITION 2021-2022

One Student in TK – 8: **\$8067.00**

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 fundraisers and receive \$350 in credits (during the school year) or buy-out of the program by adding \$350 to a FACTS agreement. 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 potential fundraisers: Auction, Raffle, Read-a-thon, Christmas Program Front Seat Drawing, See’s Candy Drive, Restaurant Nights.

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 30 hours+ or buying out of the program at \$420. All 30 hours must be completed by mid-May (date will be designated on Scrip and Service Hours Statement, which is sent home periodically). Up to 5 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 \$14/hr.** (See “Other Information” section re: Virtus training and fingerprinting requirements).

All service hours must be entered on your family's Gradelink account. You will need to enter the service date, number of hours, and activity. 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 enters on Gradelink every month. Also, in case of emergencies, this tells us who is on campus.

SCRIP COMMITMENT

Every family is required to buy \$3,000 in scrip/year (between mid-May to mid-May) or BUY OUT of the program by adding \$150 to a FACTS agreement.

All scrip orders will only be processed through [ShopWithScrip.com](https://www.shopwithscrip.com) or the **RaiseRight** mobile app. The school's enrollment code is **B6361A469647**. **You must set up a bank account through the website or the app to process payments for scrip orders. The school will no longer accept payments by way of cash or checks.** In trying to reduce the amount of contact between school families and the office personnel, this will be the policy from now on. Once your order has been processed, there are no exchanges, returns, or cancellations permitted.

Scrip orders will be processed every Wednesday morning for delivery the following Wednesday. All physical gift card orders will be sent home with the oldest child. However, if you reload a gift card (purchased through the website or app) or buy an e-card, the order will be processed within hours of submitting it.

You will always have access to your account to verify the total scrip purchases applied toward the Scrip Commitment of \$3,000 (for purchases processed between May 22, 2021 through May 20, 2022). Any shortfall will be billed to families at a rate of 5% of the balance due and charges will be processed through FACTS. For example, if you only purchased \$2,000 during the required period, you will be billed 5% of \$1,000 (\$50).

PARISH COMMITMENT

Every family is required to donate a minimum of \$400 per year to St. Euphrasia Church or buy-out of the Parish Commitment by adding \$400 to a FACTS agreement.

Families must use an envelope with a pre-assigned number (from the parish) or participate in online giving when making donations. 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. A statement showing your donations must be forwarded to Nancy Gillen in the Business Office at ngillen@stemail.org no later than Friday, May 13, 2022. If you have not met all your donations, charges will be processed through FACTS

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), 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

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.**

CONDUCT IN THE USE OF ELECTRONIC & 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 cards 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 on the way 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 and a "Medication Authorization and Permission" 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 7:00-7:30 a.m. and 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. 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.

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, ipads, speaker devices MP3 players, netbooks, reading devices, etc.) 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 *These devices 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 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 St. Euphrasia School 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

The school does not host birthday parties. 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 recognizing students' birthdays 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 porta potty. 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 porta potty 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 update health and emergency information when completing their re-enrollment application on Gradelink each year. This information is used to create 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.

MEDICAL EXCUSES FOR PHYSICAL ACTIVITY

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 needed" 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

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 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

APPENDIX B

PARENTAL RELEASE FOR STUDENT OR MINOR

APPENDIX C

STUDENT AND YOUTH ACTIVITY PERMISSION

APPENDIX D

MEDICATION AUTHORIZATION AND PERMISSION

APPENDIX E

PRAYER OF ST. EUPHRASIA

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

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

Official transcripts are not given to students or parents. The school grants full credit for all work a student accomplishes up to the time of transfer. Principals may be required by the County Board of Education to report the severance of attendance by any student.

2.5.b Withholding of Records

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

2.5.c Cumulative Pupil Record

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

Permanent records cards include only the following information:

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

2.6 Absence

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

2.6.a Absences with Acceptable Excuse

When a student has been absent, a written excuse signed by the parent or guardian is required, and the excuses are kept on file for a period of one year. An acceptable excuse includes illness, attendance at medical or dental appointments, funeral services for family members, quarantine

directed by County or City Officials or emergency or special circumstances as determined by the school authorities. Excessive unexcused absences may result in loss of academic credit.

2.6.b Extended Absences

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

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

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
- h. by the assigned party.
- i. 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.
- j. 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.

- k. 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.
- l. 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.
- m. 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.
- n. Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.
- o. 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
- l. email messages in a manner that misrepresents the original message or a message chain.
- m. 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).
- n. 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.
- o. Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.
- p. Bypass (via proxy servers or other means), defeat or otherwise render inoperative any network security systems, firewalls or content filters.
- q. 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.
- r. 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.
- s. 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*** in Appendix D.

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* in Appendix D.
- 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 health 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.