

ST. JOHN EUDES SCHOOL HANDBOOK 2011-2012

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ARCHDIOCESAN POLICIES AND 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 home-based materials to help them understand and support their student's education regarding child sexual abuse. The approved programs include the **Archdiocese of Los Angeles Self-Protection Program 1-12, Good-Touch/Bad-Touch®** and **VIRTUS® Teaching Touching Safety (Mandated September 1, 2006)**.

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

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

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

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

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

Revised August 20, 2007

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

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as “restricted individuals” because they are not adults and are not independent
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power
- Staff members/faculty/volunteers must avoid assuming the role of a “father or mother figure” which may create an excessive emotional attachment for all parties
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful
- Communications with minors (*e.g.*, notes, email and internet exchanges, telephone calls) must be for professional reasons only
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors
- Parent or guardian written permission is required for the publication of a picture of a minor
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not met these requirements

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

Revised August 20, 2007

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

1.6 Parent/Student Complaint Review Process

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

1.6.a School Level

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

1.6.b Department of Catholic Schools Level

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

1.7 Parent or Parent-Teacher Organizations and Consultative School Council

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

1.7.a Parent or Parent-Teacher Organizations

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

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

1.7.b Consultative School Council

The general responsibilities of the consultative school council are in the following areas: strategic planning; policy development; resource development; institutional advancement; advice and counsel with regard to financial planning, management and reporting; marketing of the school and evaluation of the council's goals and activities.

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

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

2 ADMISSION AND ATTENDANCE

2.1 School Student Non-Discrimination Policy

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

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

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

2.2 Inclusion Procedures

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

2.3 Guidelines for Admission to Elementary Schools

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

2.4 Privacy and Access to Records

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents or guardians, teachers, aides, and all other

employees. Every member of the school community must respect the privacy of all students, families, employees, the principal and the pastor.

2.4.a Pupil Records

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

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

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

2.4.b Directory Information

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

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

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

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

Whenever a student's image, name, voice and/or work is to be published or used for non-commercial purposes, including, but not limited to, publicity, exhibits, printed or electronic media broadcasts, student publications, marketing or research, parents must

execute the *Parent's Authorization to Use Child's Image, Name, Voice and/or Work for Non-Commercial Purposes* giving permission for such publication.

See Part Two, School Publications Displaying Student Photographs & Information.

2.4.d Verbal/Written Confidences

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

2.5 Transfer of Records

2.5.a Student Transfers, Withdrawals and Graduation

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

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

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

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

2.5.b Withholding of Records

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

2.5.c Cumulative Pupil Record

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

- Permanent records cards include only the following information:

- Personal and family data with certification of name, place and date of birth of the student and the name and address of the parent or guardian having custody of the student
- 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 Two**.*

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 Two**.*

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 an eighth grade student who has been in the school one or more years be allowed

- If an expulsion is to take place during the last quarter of the school year or during the last semester in the case of an eighth grade student, prior approval of the Department of Catholic Schools is required before the expulsion can take effect
- If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described below

4.5.f Reporting of Expulsions

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

4.5.g Right to Make Exceptions

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

4.5.h Home Study

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

4.6 Harassment, Bullying And Hazing Policy

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

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

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

- **Verbal harassment:** Derogatory comments and jokes; threatening words spoken to another person.
- **Physical harassment:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement

- **Visual harassment:** Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures
- **Sexual harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

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

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

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

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

Students are responsible for:

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

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

4.7 Student Threats

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

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

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

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

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

4.8 School Searches

Students' legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a **reasonable suspicion** that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated.

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

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

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

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

5 ACCEPTABLE USE AND RESPONSIBILITY POLICY FOR ELECTRONIC COMMUNICATIONS [“ARCHDIOCESAN AUP”]

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

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

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

5.1 Definitions

Electronic communications systems include, but are not limited to, electronic mail, telecommunications systems including telephone, voice mail, and video, facsimile transmissions, stand-alone or networked computers, intranets, the Internet and any other communications systems that may be created in the future.

Electronic communications devices include, but are not limited to, regular and mobile telephones (cell phones, smart phones, walkie-talkies), facsimile machines, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods®, media players, Blackberries®, and other wireless equipment that may be created in the future.

Electronic communications materials include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, emails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded or otherwise accessed or stored content.

5.2 Electronic Communications Systems, Devices and Materials and Users Covered

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

5.3 Ownership and Control of Communications

All systems, devices and materials located on archdiocesan premises, and all work performed on them, are property of Location and/or the Archdiocese. These systems, devices and materials are to be used primarily to conduct official Location and/or Archdiocese business, not personal business.

With permission from the person in charge of the parish (i.e., pastor, priest administrator or parish life director), principal or other person in charge of the Location, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.

The Archdiocese and the Locations, as applicable, reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on Archdiocese and/or Location systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

5.4 Guidelines for Email Correspondence and Other Electronic Communications

- a. All users of Archdiocese and Location communications systems and devices should use care in creating email, text, video, still images, instant or voice mail messages or in any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system, be restored, downloaded, recorded, printed out, or may have been forwarded to someone else without its creator’s knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.
- b. Email and other electronic communications are not necessarily secure.
- c. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.

- d. Postings to “All Employees,” “All Parents,” “All Seminarians,” “All Parishioners” and the like on intranets or the Internet must be approved by the person in charge of the parish (pastor, priest administrator or parish life director), principal or other person in charge of the Location before they are sent out.
- e. Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.
- f. Archdiocese and Location systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are intended to enhance system security; not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the person in charge of the parish (pastor, priest administrator or parish life director) principal or other person in charge of the Location.
- g. User IDs and passwords should not be disclosed to unauthorized parties or shared with other employees, students or volunteers. User accounts are intended to be used only by the assigned party.
- h. All information systems that create, store, transmit or otherwise publish data or information must have authentication and authorization systems in place to prevent unauthorized use, access, and modification of data and applications. Systems that transmit or publish approved information that is intended for the general public may allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information.
- i. Any device accessed or used by minors on the Premises must include updated and functioning filters to preclude access to prohibited content. All obscene materials, sexually explicit materials including pornography, and materials that are otherwise harmful to minors or in violation of this electronic communications policy are prohibited and must be blocked. Before allowing minors to access the Internet, a responsible adult must ensure that appropriate content filters are “ON” and functioning.
- j. Content filters for minors may NOT be disabled or turned “OFF” without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the location.
- k. All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with updated or current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge of the location.
- l. Critical information should be copied onto backup storage periodically. Backed up information should be stored in a safe place and be available for recovery in case of a loss of the original information. Depending on the complexity of a Location’s information systems, a detailed disaster recovery plan may need to be developed.
- m. Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.
- n. Information systems hardware should be secured against unauthorized physical access.

5.5 Prohibited Practices

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

- a. Violate any federal, state or local laws or regulations.
- b. Violate any rules of conduct, codes of ethics, safe environment or any educational policies, including but not limited to those that apply to communications or the use of information.
- c. Post or cause to be distributed any personally identifying information about the user or others without permission or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities. Personal identifying information includes, but is not limited to, names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLs) of social networking sites or blogs.
- d. Post or distribute any communications, video, music or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
- e. Engage in improper fraternizing or socializing between adults and minors.
- f. Engage in pirating or unauthorized copying, acquisition or distribution of copyrighted materials, music, video or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
- g. Post or send chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages).
- h. Record any telephone, video, or other conversation or communication without the express permission of the other participants to the conversation or communication, except where allowed by law.
- i. Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless required by the duties of the job or assignment.
- j. Upload, download, view or otherwise receive or transmit copyrighted, trademarked, patented, indecent or pornographic material, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. See *Archdiocese of Los Angeles Copyright and Video Screening Policy*.
- k. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files or alter or forward email messages in a manner that misrepresents the original message or a message chain.
- l. Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).

- m. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible adult.
- n. Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.
- o. Bypass (via proxy servers or other means), defeat or otherwise render inoperative any network security systems, firewalls or content filters.
- p. Allow any minor to access the Internet on Archdiocese or Location communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- q. Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would violate FCC rules or policies.
- r. Access or manipulate services, networks or hardware without express authority.

5.6 Consequences of Violations of Electronic Communications Policy

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

6. HEALTH AND SAFETY

6.1 Emergency Card

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

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

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

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

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

6.2 Examinations and Inoculations

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

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

6.3 Immunization

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

Immunization is not required for admission if a parent or guardian presents a letter stating that such immunization is contrary to his or her beliefs, or presents a written statement from a physician to the effect that immunization is not considered safe or reasonably beneficial to the individual student.

6.4 Health Records

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

6.5 Medical Appointments

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

6.6 Medications

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

- A release stating the nature of the medication, signed and dated by the doctor and also signed by the parent, must be provided. See *Medication Authorization and Permission Form*.
- Medications administered at school must be in the original container and labeled. The day's dosage must be sealed, labeled and have the student's name attached. It shall be in an appropriate container, and kept in the school/nurse's office.
- The student shall come to the office for medication
- Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at school. In the event a student is seriously at risk without an epi-pen or inhaler on his or her person, consideration will be given for a variance.

- Students may not be given medicine prescribed for other family members
- The medication regulations apply to both prescription and non-prescription medications
- Students who are diabetic are allowed to test their blood sugar at school in the health room or office and self-administer medication as necessary. The parent or guardian of a diabetic child must sign the *Diabetic Consent Form* and other appropriate medication permission forms and return them to the school. All medications must be kept in the school/nurse's office and appropriately labeled as described above. School employees may not administer injections to diabetic children except in emergencies.

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

6.7 Communicable Diseases

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

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

6.8 Allergies

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

6.9 Student Sexual Conduct and Pregnancy

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

While psycho-sexual development is an important aspect of the transition to Catholic adulthood, Catholic moral teachings frame this process through age appropriate expressions of affection, friendship and love. Parents are expected to love and respect each other and their children and are to be the principal role models, examples and educators for their children of these teachings. Sexual activity that is unwelcome, that threatens an individual or involves any misconduct by a youth or an adult toward another person not only violates these moral teachings but also may be unlawful under state law. Misconduct, whether it occurs in the school, church, home or elsewhere, may be subject to mandatory reporting laws and can subject youth and adults to criminal sanctions. In certain circumstances, sexual conduct, even if it is apparently consensual must be reported and can have criminal implications if one of the participants is not yet 18.

However, should a pregnancy occur, the entire school or parish community should offer Christian support to the mother and father to assure appropriate pre-natal medical and counseling care so that the pregnancy can be brought to term and the infant will have an opportunity to grow and be nurtured as a child of God. In such circumstances, the principal, pastor, youth minister and other appropriate staff will meet with the pregnant couple and their

parents to plan for the pregnancy, including alternatives to school and religious education arrangements that are appropriate for the medical, health and safety of the child in the womb, the pregnant couple and the school or parish community. In schools, the principal, in consultation with the Department of Catholic Schools and the pastor (for elementary and parish high schools) shall review all aspects of each case and make a determination, based on the particular circumstances, of the need for any schooling accommodations or arrangements.

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

6.10 Closed Campus

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

6.11 Research Projects and Rights of Parents

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

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

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

6.12 Removal of Students from School During School Hours

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

Exceptions to this rule may be made only:

- By the parent or guardian, when properly identified
- Upon the written request of the parent or guardian after proper verification
- By properly identified law enforcement officers when an arrest is made

- By properly identified representatives of law enforcement agencies, in case of emergency, as determined by the principal

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

6.13 Interview and Removal from School of Students by Police Officers

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

When a student is taken into police custody and removed from school during school hours, the school will inform the parent or guardian except in child abuse cases and will maintain a record of circumstances involved.

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

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

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

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

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

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

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

- Obtain a business card and confirm the identity and official capacity of the police officer and the authority under which he or she acts. In the case of the release of the student to the officer, the reason for such an action.
- Child Protective Agency workers may interview for the purpose of their legal obligations to investigate reported child abuse or neglect. Child Protective Agency workers are authorized to assume custody to remove a child from school.

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

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

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

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

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

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

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

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

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

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

- Evaluate observable symptoms

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

PART TWO

ST. JOHN EUDES SCHOOL

9925 Mason Avenue, Chatsworth, CA
Office 818-341-1459 Fax 818-341-3093

A. GENERAL INFORMATION

1. Statement of School Philosophy and Mission

BRIEF HISTORY

St. John Eudes School was founded in 1966 by the religious community of the Sisters of Pious Schools. Its purpose is to guide students to develop an inner strength of values and standards. We offer a strong academic program in a caring, nurturing, Christ-centered environment with an emphasis on moral and character development.

MISSION STATEMENT

St. John Eudes School is a Catholic co-educational school of the Archdiocese of Los Angeles that serves children from Kindergarten through Eighth Grade. The school's mission is to educate students to live as committed followers of Jesus Christ as faithful members of the Catholic Church and to succeed in the 21st century as responsible learners, productive leaders and caring citizens of their communities and environment. We continue the work of St. Paula Montal by supporting families in teaching our Catholic faith and fostering Christian service. We guide children with knowledge and the love of God to empower them with Christian morality, character, compassion and integrity.

PHILOSOPHY

St. John Eudes School accepts the mission of educating students in faith and knowledge. We model Jesus Christ by centering our teaching on integrating faith, life, and learning, building community, and providing opportunities for worship. We concentrate on building character, learning as a process, valuing self-esteem, respecting individual differences and educating for service. We are committed to professing the spirit of Saint Paula Montal by nurturing Christian values and providing quality education. While parents serve as the primary educators, we serve as facilitators of learning that teach students to think, learn and make decisions.

CHRISTIAN COMMITMENT

At St. John Eudes School, *Christ is our model*; and we teach obedience and love for Him and His Church. Students are taught to live their faith by worshiping at Mass each Sunday and Holy Day, asking forgiveness of God and others, being of service to others, growing in personal prayer, developing a respectful attitude toward life, acting with sincerity...we must be able to count on the unity of purpose and conviction of parents, students, teachers, Sisters and priests. Over and above providing an academic education, we are determined to help the students to choose the Christian way of life. Cooperation by all is a *duty of conscience*.

RELATIONSHIP TO THE PARISH

The pastor is the chief administrative officer of the parish school. The immediate direction and supervision of the school program is delegated to the Principal. St. John Eudes School is an integral ministry of the St. John Eudes Parish Community. As such, the school collaborates with all ministries particularly the Religious Education Program. Close communication between parish and school facilitates the proclamation of the gospel message.

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

St. John Eudes 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.

SCHOOL COLORS/MASCOT

St. John Eudes School teams are called *The Eagles*. The school colors are Red and White.

2. School Organization, Staff Roles and Responsibilities

ADMINISTRATION

| | |
|--------------------------|-----------------------|
| Pastor | Fr. Gerard Lecomte |
| Principal | Mrs. Barbara Danowitz |
| Vice-Principal | Mrs. Carolina Gunter |
| Assistant Vice-Principal | Ms. Catherine Stula |

FACULTY

ELEMENTARY/MIDDLE SCHOOL

| | |
|---------------------|--|
| Kindergarten: | Mrs. Allison Hubbs ahubbs@school.stjohneudes.org |
| Grade One: | Ms. Sylvia Casillas scasillas@school.stjohneudes.org |
| Grade Two: | Mrs. Venice Rice vrice@school.stjohneudes.org |
| Grade Three: | Mrs. Eileen Balme ebalme@school.stjohneudes.org |
| Grade Four: | Sr. Encarnación Alvarez ealvarez@school.stjohneudes.org |
| Grade Five: | Mrs. Joyce Popelar jpopelar@school.stjohneudes.org |
| Elementary Science: | Mrs. Angeline King aking@school.stjohneudes.org |
| Physical Education: | Mr. Alvin Castro acastro@school.stjohneudes.org |
| Resource Teacher: | Ms. Karen Christiansen kchristiansen@school.stjohneudes.org |

JUNIOR HIGH

Grade Six:

Homeroom/Religion

Mrs. Tiffany Pascali
tpascali@school.stjohneudes.org

Computers

Mrs. Sheryl Reyes

Earth Science

Mrs. Tiffany Pascali

Literature

Mrs. Tiffany Pascali

Mathematics

Mrs. Lizette Strom

Music

Ms. Jaclyn Beardsley

Physical Education

Mr. Alvin Castro

Writing/Grammar

Mrs. Tiffany Pascali

Social Studies /Fine Arts

Ms. Catherine Stula

Spanish

Mrs. Evelyn Cortez

Grade Seven:

Homeroom/Religion

Mrs. Carolina Gunter
cgunter@school.stjohneudes.org

Computers

Mrs. Sheryl Reyes

Life Science

Mrs. Tiffany Pascali

Literature/Lang. Arts

Mrs. Carolina Gunter

Music

Ms. Jaclyn Beardsley

Physical Education

Mr. Alvin Castro

Pre-Algebra

Mrs. Lizette Strom

Social studies/Fine Arts

Ms. Catherine Stula

Spanish

Mrs. Evelyn Cortez

Grade Eight:

Homeroom/Religion

Ms. Catherine Stula
cstula@school.stjohneudes.org

Social Studies/Fine Arts

Ms. Catherine Stula

Algebra

Mrs. Lizette Strom

Computers

Mrs. Sheryl Reyes

Literature/Lang. Arts

Mrs. Carolina Gunter

Music

Ms. Jaclyn Beardsley

Physical Education

Mr. Alvin Castro

Physical Science

Mrs. Tiffany Pascali

Spanish

Mrs. Evelyn Cortez

AUXILIARY

K-8th Grade Computers

Mrs. Sheryl Reyes
sreyes@school.stjohneudes.org

K-8th Grade PE

Mr. Alvin Castro
acastro@school.stjohneudes.org

K-8th Grade Music

Ms. Jaclyn Beardsley
jbeardsley@school.stjohneudes.org

1st-5th Grade Science

Mrs. Angeline King
aking@school.stjohneudes.org

6th-8th Grade Science

Mrs. Tiffany Pascali
tpascali@school.stjohneudes.org

6th-8th Grade Math

Mrs. Lizette Strom
lstrom@school.stjohneudes.org

6th-8th Grade Spanish

Mrs. Evelyn Cortez
ecortez@school.stjohneudes.org

Religion Coordinator Sr. Georgina Gutierrez

ggutierrez@school.stjohneudes.org

STAFF

| | |
|--------------------------|--|
| Administrative Assistant | Mrs. Jie Prospero jprospero@school.stjohneudes.org |
| Bookkeeper: | Mrs. Terese Crow tcrow@school.stjohneudes.org 818 341-3864 |
| Secretary: | Mrs. Lauren Dottore ldottore@school.stjohneudes.org |
| School Counselors: | Outreach Concern, Inc. Mrs. Nikolle Tessier 818-349-9636 |
| Librarian: | Ms. Traci Banks |
| Classroom Aides: | Mrs. Ana Tenorio Mrs. Esperanza Martin Sr. Guadalupe Gonzalez |
| Boys Coach: | Mr. Alvin Castro |
| Girls Coach: | Mrs. Lauren Dottore |
| Tutoring Coordinator: | Mr. John Chady |
| Extended Day Care: | Ms. Traci Banks, EDC Coordinator tbanks@school.stjohneudes.org 818-341-3830 Mrs. Bonnie Andazola Ms. Victoria Arvizu Mrs. Ana Tenorio |
| Plant Maintenance: | Mr. Helio Aleman |

3. Daily Schedule

| | |
|------------------|---|
| 6:45 - 7:30 a.m. | EDC Program |
| 7:30 - 7:55 a.m. | Supervision for all students on the library plaza |
| 7:55 a.m. | Assembly/ Business (<i>After 7:55 a.m. tardy slip required</i>) |
| 9:45 - 10:05 | Recess for Kindergarten |
| 10:05 - 10:20 | Recess for Grades 6-8 |
| 10:20 - 10:40 | Recess for Grades 1-2 |
| 10:40 - 11:00 | Recess for Grades 3-5 |
| 11:45 - 12:15 | Lunch for Kindergarten |
| 11:50 - 12:20 | Lunch for Grades 1-2 |
| 12:10 - 12:40 | Lunch for Grades 3-5 |
| 12:20 - 12:50 | Lunch for Grades 6-8 |
| 2:40 pm | Dismissal for Kindergarten (Pick-up enter & exit on Mason Ave) |
| 2:50 pm | Dismissal for Grades 1-8 (children must be picked up by 3:10) |
| 3:05 pm | Unsupervised children are taken to EDC and fee is required |
| 2:50 - 4:30 | After-School sports for Grades 5-8 (Monday- Thursday) |
| 2:50 - 6:00 p.m. | SJE Extended Day Care |
| 12:50-2:30pm | Children's Choir Practice (Fridays) |

SHORTENED DAY SCHEDULE

| | |
|-------------------|--------------|
| 7:55am - 12:40 pm | Kindergarten |
| 7:55am - 12:50 pm | Grades 1-8 |

NOON DISMISSAL SCHEDULE

| | |
|----------------|--------------|
| 7:55am-11:45am | Kindergarten |
| 7:55am-12:00pm | Grades 1-8 |

LUNCH

The children eat in the lunch area. Kindergarten has lunch from 11:45am-12:15pm; Grades 1-2 have lunch from 11:50-12:20; Grades 3-5 from 12:10-12:40; Grades 6-8 from 12:20-12:50. We have a paid Yard Duty system to provide the necessary supervision during lunch time. This helps to ensure order and discipline at lunch time since the supervisors get to know the children by name.

Children in Grades K-4 are required to have lunch boxes or insulated bags. It helps cut down on wasted food. We do not have room for large cooler boxes. Grades 5-8 may bring their lunch in a paper bag. All boxes and bags must be **clearly labeled with the child's name and grade.**

Parents are asked to send **healthy nutritious** food. No soda, candy, etc. Begin early with setting an example of a healthy lifestyle. **FAST FOOD /Starbucks, etc is not allowed delivered or brought to school. This includes Detention!**

If your child forgets his/her lunch, leave it in the school office. Parents are not to deliver their child's forgotten lunch to the classroom. No child is permitted to leave the school grounds to buy lunch.

Hot Lunch Days: "Choice Lunch" will be providing pre-paid and pre-ordered lunches Monday through Thursday. Parent/Guardians are to go directly to their site www.choicelunch.com to for more information.

Drinks: Bottled water, low-fat milk, low-fat chocolate milk and orange juice will be available at lunch time starting the first full day of school. One ticket will be used for all these drinks. Tickets are sold at business time in the homeroom each morning for 50 cents a drink. We encourage parents to have their children purchase a ticket for the week to ensure a healthy drink at lunchtime. Children should write their name and grade on the back of the drink ticket when they buy it so it can be returned to them if lost.

4. Schoolwide Learning Expectation (SLE's)

A student learning expectation is an outcome that states what a student will know and do as a result of attending St. John Eudes School. A student at St. John Eudes School has the opportunity to become:

- Knowledgeable in Catholic faith and doctrine
- Active Christians in their Catholic faith
- An effective communicator
- A critical thinker
- A globally aware citizen
- Knowledgeable in technology

5. 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.**

Extreme hairstyles are NOT permitted (including shaved, spiked, tails, steps, any fades, coloring, rinses, color weaving/highlights, etc.)

The boys are required to have a traditional haircut. Hair should be no longer than the top of the ear lobe and should not touch the collar. No jewelry. No beeping watches are allowed.

The girls may not wear any type of make-up, nail polish, or jewelry. Only one stud earring in each ear is allowed-no dangling earrings, hoops or drop earrings. No beeping watches are allowed.

Students who disregard these rules or who come to school without proper attention to personal cleanliness may be sent home and will have conduct grades lowered.

UNIFORMS: Students are required to be in complete uniform the first day of school. The uniforms are available at Dennis Uniform located in Woodland Hills. Only Dennis Uniforms are permissible. The uniforms must fit properly to the size of the child. Over sizing is not acceptable. Pants must not ride very low as in *hip hop* style. Belts for both boys and girls must be worn with slacks and shorts.

BOYS' UNIFORMS:

Shoes – Dennis Uniform type shoes- ALL Black, sturdy polishable leather type low top sneaker/oxford; black shoes are to be worn with black slacks.

Optional - ALL white polishable leather type low top sneakers. Must be kept clean, polished and looking new.

Only shoes in good repair may be worn. **Shoelaces must be the same color as the shoe.** No plastic, slip-ons, hiking/work boots, zippers, wheels, lights, etc. **White shoes must be kept polished and clean every day. Logos must not be seen.**

Socks – White crew socks (no tube socks, low ankle socks, sports socks or knee highs)

Pants – Grades K-5 - Dennis uniform **grey** twill slacks (required for Mass) and worn with a black waist-sized belt (no oversized belts allowed) or Dennis grey walking short; **Grades 6 - 8** Dennis uniform **black** twill slacks (required for Mass) and worn with a black waist-sized belt (no oversized belts allowed) or Dennis black walking shorts. No corduroys.

Belts - black belts must be worn at all times

Shirt - Red or white Dennis Uniform polo shirt with Shield logo (P.E. T-shirts are not allowed as school uniforms) Must be tucked in at all times **with belt visible.**

Grades 6-8 have the option of wearing the grey polo shirt with the Shield logo.

Sweaters – Dennis Uniform red **crew neck** sweater with Shield logo or cardigan. Sweaters are preferable for Church uniform.

Sweatshirt - Dennis Uniform crew neck sweatshirt with Shield logo. No former eagle logo allowed. NO HOODED SWEATSHIRTS.

Outerwear - Dennis Uniform red nylon jacket with Shield logo; black pullover fleece with Shield logo.

GIRLS' UNIFORMS:

Shoes – Dennis Uniform type shoes: SOLID - ALL Black, sturdy polishable leather type low top sneaker/Mary Jane with Velcro.

Optional: Dennis style SOLID - ALL WHITE polishable leather type low top sneakers- Must be kept polished and looking new!

Only shoes in good repair may be worn. **Shoelaces must be the same color as the shoe.** No plastic, slip-ons hiking/work boots, zippers, wheels, lights, etc. **White shoes must be kept polished and clean every day. Logos must not be seen.**

Shoelaces must match color of shoe.

Socks – Folded down white ankle (no knee highs or low ankle sports socks)

Belts - black belts must be worn w/looped shorts or slacks with shirts tucked in.

Jumper - Grades K-5 Dennis Uniform MacDonald plaid (required for Mass- No more than 3" above the knee. Shorts must be worn under jumpers.

Skorts/Skirts - Grades 6-8 Dennis Uniform MacDonald plaid (required for Mass). No more than 3" above the knee

Shirt - Dennis Uniform Red or white polo shirt with Shield logo (P.E. T-shirts are not allowed as school uniforms)

Grades 6-8 have the option of wearing the grey polo shirt with the Shield logo.

Sweaters – Dennis Uniform red **V-neck** sweater with Shield logo or cardigan. Sweaters are preferable for Church uniform.

Sweatshirt - Dennis Uniform crew neck sweatshirt with Shield logo. No former eagle logo allowed. NO HOODED SWEATSHIRTS.

Head Coverings-No head coverings are allowed except headbands that are no more than 1" wide in the following colors only: **solid black, solid red, solid white, McDonald Plaid** from Dennis Uniform-Scrunchies are allowed in the same headband colors.

Outerwear - Dennis Uniform red/black nylon jacket with Shield logo or black fleece pullover jacket with Shield logo, uniform v-neck sweater or uniform sweatshirt. Only crew neck sweatshirts or v-neck uniform sweater may be worn inside the classroom.

Tights - white or flesh colored only (worn with white socks) in cold weather.

Shorts/Pants- Dennis Uniform grey twill for grades K-5; Dennis Uniform black for 6-8; worn with black belt.

Church Uniform-Boys Uniform slacks (No shorts)

Girls K-5 Jumpers;

Girls 6-8 Skorts/Skirts

Sweaters preferable to sweatshirts for Church liturgies

School choir members are to wear sweaters for school liturgies

BOYS' & GIRLS P.E. UNIFORM: Dennis Uniform PE shirt; red nylon shorts, solid black or solid white low top sneakers). SJE/jogging suit/sweatpants/sweatshirts are optional for P.E. in cold weather. **Students in grades K-4 may wear PE uniforms on assigned PE days (except on Student Body Mass days). Students in Grades 5-8 are to bring PE uniforms to school**

Uniforms must be purchased from Dennis Uniform Company at 209 Victory Blvd. Woodland Hills, CA 91367. Phone: (818) 887-5376 ▪ Fax: (818) 887-2391. You can order on-line at www.dennisuniform.com. School Code: SH00AX

NON-UNIFORM "FREE DRESS" CODE: On designated days students must wear modest, appropriate styles. No low cut, midriff, see through, tight clothing; closed shoes must be worn. No baggy, low riding pants for boys. No mini skirts or dresses (must be no shorter than 3" above the back of the knee). Leggings may be worn under dress or skirt that is no shorter than 3" above the knee for girls. No t-shirts with inappropriate or offensive messages will be allowed.

GRADUATION ATTIRE: Decorum is called for at a graduation event. Attire must reflect the formal nature of the ceremony. Boys are to wear white long sleeve dress shirts with ties, dark slacks, black dress shoes. **No tennis shoes.**

Girls are to wear **modest** dresses/skirts and tops, nylons, dress shoes with low/medium heels. Dresses/skirts/tops must be pre-approved by administration. Natural (very light!)looking make-up may be worn. ***Rule of thumb: If the make-up is noticed, there is too much.*** Small earrings may be worn. French tip or pale pink on nails may be used.

6. Consultative School Councils & Parent Organizations

St. John Eudes School PTSO was initiated during the 1989-1990 school year. It functions as a fundraising arm of the school. It is not a school board, and it is advisory in nature only. All parents, guardians, and teachers of SJE school students are automatically members. Please refer to Constitution and By-Laws. Membership: \$5 per parent per school year.

The Executive Council for 11'-12' was elected by members of the PTSO in May, and the Officers were elected at the Council Meeting in June. The Officers elected for this year are:

| | |
|-------------------------|--|
| President: | Ricca Francis |
| Vice President: | Nancy Hofmeister |
| Treasurer: | Mia Macalino |
| Secretary: | Mialan LaBella |
| Standing Officers: | Noelle Galluci and Maggie Sulka – School Board Liaison |
| Teacher Representative: | Ms. Sylvia Casillas |
| Ex-Officio Members: | Fr. Gerard Lecomte & Mrs. Barbara Danowitz |

St. John Eudes School 2010-2011 Consultative School Board:

| | |
|------------------------------|---|
| Rick Crandall, Chairperson | Alan Lien, Secretary |
| Ernie Star, Vice-Chairperson | Mrs. Barbara Danowitz, Administrative Officer |

School Board Members:

| | | |
|------------------|------------------|---------------|
| Jan Boudreau | Chad Rach | Bryan Suttles |
| Carl Boyd | Angelle Roussell | Jenny Zoller |
| Gabriel Kalenian | Maggie Sulka | |

Room Parents:

Room Parents support the teachers and help build community. Under the direction of the teacher, Room Parents assist with birthdays, Christmas program and other responsibilities deemed appropriate by the classroom teacher.

Room Parent Coordinators: Lisa Koochof, Maggie Sulka, and Karla Valtairo.

B. ADMISSION AND ATTENDANCE

7. Attendance and Tardiness

It is the parent's obligation to inform the school office ((818) 341-1454) by telephone between 7:30 and 9:00 in the morning of the absence. **This call is mandatory!** When a pupil has been absent, a written excuse (in ink) must be brought to the school on the day of return, stating the date, number of days absent and reason. The note must be signed by a parent or guardian. If a child returns without a note, parents will be called. When a child has a communicable disease, he/she cannot attend school. After such illness, a child must bring a physician's release slip to the office before being readmitted. If a student misses more than 20 days during a trimester, the ***Progress Report*** will be withheld.

MEDICAL ABSENCE

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

TARDINESS

Trains, car pools, heavy traffic, weather . . . please take the unexpected into consideration when you plan your school schedule. Habitual tardiness is embarrassing for the child, a disturbance to the class, and a lack of respect for the school and teacher. Once classes are in session, no student will be admitted without a tardy or medical slip received from the **Health Office**. When a child arrives late, he/she is required to bring a **written excuse at the beginning of the school day**. Parents' cooperation is necessary if children are to learn to be punctual. Three tardies will result in a Friday detention and lower grades. Continued tardiness will be referred to the principal. Please see Part One page 12, 2.6.d.

VACATIONS

St. John Eudes School **STRONGLY DISCOURAGES** students being taken out for family vacations. If you must, the parent is mandated to give **2 weeks prior notice** to the school and teacher so that the teacher has sufficient time to give planned work. All missed work must be made up & returned with the student corrected by the parent.

8. Communications Procedures

Communication is an integral part of the parent/school connection. Parents are encouraged to participate in their children's education. All parents are **required** to access Gradelink consistently and frequently. Parents should set up e-mail alerts for themselves. Teachers update grades on the 15th and last day of the month. We encourage communication with faculty and administration. In order to resolve questions regarding grading, behavior, classroom procedures, parents are to:

- | |
|---|
| <ol style="list-style-type: none">1. Call the teacher <i>first</i>.2. If the situation is not resolved, parents should call the principal, |
|---|

Parent Teacher Conferences are formally held after the first trimester for grades K-8. During the year conferences are strongly encouraged and may be initiated by either parent or teacher. To arrange a conference, please e-mail the teacher or call the office and leave a message for the teacher.

Family Envelope is distributed **every Tuesday** (Wednesday if Monday is a holiday) to the **oldest child** in the family. The contents of the envelope are on the school's web site. It is a requirement of the parent to read the contents and sign off on the signature page on the plastic envelope. This envelope **MUST** be returned the following day to the classroom teacher. Damaged or lost envelopes will be replaced for a fee of \$3.00. *If there is anything that must be sent back to the school, please use this plastic envelope. There may be forms during the year that require downloading.*

Web Site of St. John Eudes School is www.school.stjohnneudes.org and there is vital information there for parents to read. All school information including teachers' class pages and Gradelink with information including homework and project assignments is online. This year the contents of the Family Envelope are available only on the web site.

Connect-ED-this communication system is utilized to reach parents via phone, cell, and e-mail for emergencies and announcements. Please be sure that information is up to date in case of an emergency.

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.

9. Arrival/Dismissal Procedures

MORNING ARRIVAL PROCEDURES

SAFETY ZONE

The library courtyard has been designated the *Safety Zone*. This is the only place your child stays until the bell rings. Students may be dropped off here beginning at 7:35 AM. Any child dropped off before 7:35 will automatically be sent to EDC.

CAR DROP-OFF

Enter the parking lot through the east gate on Lassen St. Cars will proceed along the cones to the school building. The safety patrol will help your child exit out of right side of the car. Then pull out and slowly, and carefully exit down along the library and exit out the west end of the Lassen parking lot. Cars are to **MAKE RIGHT TURNS ONLY onto Lassen!** ***Keep seatbelts secured until coming to a complete stop.***

If you park in the Mason Ave. lot you **MUST** escort your child to the fountain plaza area! Younger students must be walked to the area between the two school buildings.

ATTENDING MASS & OTHER BUSINESS

If you are attending Mass or have business in the office, enter the Mason Ave. parking lot, park your car, and use the walkway near Father Grill Hall to enter the school grounds. Children must be escorted to the safety zone between the two buildings.

DISMISSAL PROCEDURES

ALL STUDENTS WILL BE WALKED TO THEIR SAFETY ZONE FOR DISMISSAL

CAR PICK-UP FOR KINDERGARTEN

At 2:40 p.m. (12:40 p.m. on Shortened Days and 11:45am on Noon Dismissal Days) parents enter the parking lot through the North gate on Mason Ave. Cars proceed to the fence along the soccer field follow the fence along the South end of the church parking lot and drive up to the porch area of Father Grill Hall. Kindergarteners will be

walked to this area for dismissal. The cars will drive forward in single file and the teacher and/or supervisor will assist the children in entering the car on the right side only. Then exit from the South gate on Mason Ave. If you have older children to pick up, exit on Mason Ave. and enter on the Lassen Street with the following directions.

Seatbelts or child seats MUST be secured before pulling away.

CAR PICK-UP FOR GRADES 1-8

Ten minutes before dismissal time, the East gate on Lassen Street will be opened. Enter the parking lot through the East gate. Cars will proceed along the fence on Lassen and form four lines. Then cars will proceed into a single file along the west wall of the playground going down the alley until coming to a stop at the first gate at Mother Paula's Playground (where Mother Paula Mural is located). All cars are to follow the directions of the faculty and staff assigned to Car Pick-up. Your child must enter on the right side of the car only. Do not open trunks for backpacks! Then pull out slowly, and carefully exit down the alley behind the school and convent.

All drivers must be at least 18 years of age.

Please display car signs with students' names on the passenger side window to expedite pick-up.

Seatbelts MUST be secured before pulling away.

Car signs must be displayed at all times!

No use of hand held cell phones!

HAND PICK-UP

We encourage all parents to use the *car pick-up method*. This helps with a smooth and orderly pick-up procedure as well as diminishing a safety concern for students walking to the Mason Parking lot. Parents are to line up in a single file line at the hand pick up gate. Any parent/guardian not recognized by the staff will be asked to show a photo ID.

If you must pick up your child enter the Mason Ave. parking lot, park your car, and use the walkway near Father Grill Hall to enter the school grounds. **Go to the office and sign in.** Wait until all grades have been dismissed to the PM Safety Zone (St. Paula playground) before proceeding to the playground gate.

- Walk across the playground toward library wall to the gate area form a single line and give the name of your child to the teacher at the gate
- Teacher will call your child to the gate for dismissal
- Walk back to the office to sign out.
- Proceed through the walkway near Father Grill Hall to go to the parking lot.

No student will be dismissed until all grades are in the PM Safety Zone.

Students will be dismissed to those authorized and at least 18 years of age. This includes siblings!

*Kindergarten students **NOT** picked up by 2:50 p.m. (on full days)/12:50 p.m. (on shortened days and 11:55am on Noon dismissal days); Grades 1 – 8 students **NOT** picked up by 3:05 p.m. (on full days)/1:05 p.m. (on shortened days) and 12:10pm will be brought to the Extended Day Care (EDC) where **a fee of \$10 per hour or any part of that hour will be due.***

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 staff member.

Bike riding will NOT be allowed.

CHANGE OF CAR POOLING/PICK-UP

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

AFTER SCHOOL SPORTS

Students may NOT attend games without a parent/guardian. This includes siblings of athletes.

RAINY DAY PROCEDURES

PICK-UP and DROP-OFF - Grades 1 – 8: We use the morning drop-off procedure/ rainy day afternoon pick-up. When it is raining, parents of Grades 1-8 enter through the east gate on Lassen St. and first cars line up single file along the porch in front of the junior high classrooms. Stop in front of the school, as far forward as possible. Remain in single file and always pull forward as cars leave in front of you. Please have the NAMES & GRADES of your carpool ready to show the Safety Patrol. The children will enter the waiting cars on the right side along the porch. No crossing between cars. Children will wait in the assigned classrooms until called by the Safety Patrol. Exit the west gate on Lassen St. No hand pickup on rainy days.

Kindergarten parents are to enter the alley from the Mason Ave. lot and proceed to the Kindergarten fence in alley. Be prepared to tell the Safety Patrol your Kindergartener's name. They will escort your child to your car. Proceed along the fence to the playground. If you have older children to pick-up exit the west Lassen Ave. gate and join the Grade 1-8 car line.

10. Security Procedures

SAFETY CITATIONS

The procedures listed here are designed for the safety and protection of your children. Through everyone's cooperation, transporting your children can be done in a quick and orderly fashion. Parents are expected to follow the directions of the Staff and Safety Patrol in a Christian manner. ***Never find a reason to excuse yourself from the rules***, no matter how justified you may feel.

CLOSED CAMPUS

For safety reasons, we maintain a closed campus from 7:55 a.m. to 3:00 p.m. 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. **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.

11. Parent or Guardian Right of Visitation

PARENTAL VISITS AND BEHAVIOR EXPECTATIONS

Teachers will NOT be 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 in writing or by telephone to confirm a day and time. Just as you would not think of stopping by to see a doctor without an appointment, you also need an appointment to see your child's teacher.

12. Extended Day Care Program (EDC)

As a service to working parents, St. John Eudes School is offering the Extended Day Care Program. The purpose of this program is to provide a high quality, affordable

program in a safe, wholesome and caring environment for its students before and/or after school hours.

In this convenient and familiar setting, Christian values and the social and personal needs of the children with working parents are nurtured. Since this program is an extension of the school day, its design is supportive of the policies and procedures of St. John Eudes School. The school will follow guidelines approved by the Archdiocese of Los Angeles, Department of Education.

Activities are planned with emphasis on student safety, fun and active participation under the direction of the adult supervisors.

EXPECTATIONS

Extended Day Care is a privilege, not a right. Since the program is an extension of the regular school day, the same expectations for cooperation by students and parents are expected. ***Families who consistently violate the policies and procedures of the Extended Day Care Program will be dismissed from the program by the principal.***

Parent responsibilities include:

- Completion of all Extended Day Care Program forms – Student Release Authorization, Identification for Pick Up, Family Agreement, Medical Release Form etc.;
- Support program policies and procedures;
- Comply with the Sign In/Sign Out Procedures;
- Collaboration with the Principal and Extended Day Care personnel;
- Meeting all financial obligations in a timely manner.

Student responsibility includes:

- Respect for all EDC staff, fellow students and property;
- Use of appropriate language and voice level;
- Participation and cooperation in all EDC activities;
- Keeping the EDC facilities clean and neat;
- Consideration for others – sharing, taking turns, no bullying, no fighting, etc.
- Following Extended Day Care Program rules;
- Asking permission from staff for restroom use;
- Remaining inside the EDC areas and staying with the group until they are picked up.

Discipline guidelines, including rules and consequences are established by the EDC personnel with approval from the principal. These guidelines are clearly communicated to students, staff and parents. In extreme cases, a student may be asked to withdraw from the Extended Day Care program.

ADMISSION POLICY FOR EDC

Students who are currently enrolled at St. John Eudes School are eligible to participate in the school's Extended Day Care program. Since this program is an extension of the school day, it does not require California State licensing. Priorities of acceptance into the program are as follows:

- 1) Returning Extended Care students
- 2) Siblings of returning Extended Care Students
- 3) Kindergartners
- 4) 1st through 8th Graders

SCHEDULE OF OPERATION OF EDC

The Extended Day Care Program is offered when school is in session. ***Morning care*** hours are from 6:45 a.m. – 7:35 a.m., while ***Afternoon care*** hours are from 2:50 p.m. – 6:00 p.m. Please refer to attached school calendar for dates and hours when the EDC is in operation. Also included are the schedules of regular school days, early dismissal days and vacation dismissals.

PAYMENT POLICY FOR EDC 2011-2012

BASIC SERVICES

The monthly fee for basic services for 2011-2012 shall be due on the first of each month and a **late payment fee of \$25** will be applied after the **5th of the month**. The rates for basic services per month are as follows:

EXTENDED DAY CARE

| | 2011 – 2012 Tuition | | |
|---|---|--------------------------|--------------------------|
| | <u>1 child</u> | <u>2 children</u> | <u>3 children</u> |
| Monday to Friday (A.M. only) | | | |
| Sept. to Nov. | \$70/mo. | \$85/mo. | \$105/mo. |
| December only | \$45 | \$60 | \$80 |
| Jan. to May | \$70/mo. | \$85/mo. | \$100/mo. |
| June only | \$45 | \$60 | \$80 |
| Monday to Friday (P.M. only) | | | |
| Sept. to Nov. | \$180/mo. | \$205/mo. | \$235/mo. |
| December only | \$105 | \$130 | \$165 |
| Jan. to May | \$180/mo. | \$205/mo. | \$235/mo. |
| June only | \$105 | \$130 | \$165 |
| Minimum Day (Friday/Shortened Day) | | | |
| Sept. to Nov. | \$60/mo. | \$85/mo. | \$105/mo. |
| December only | \$35 | \$60 | \$80 |
| Jan. to May | \$60/mo. | \$85/mo. | \$105/mo. |
| June only | \$35 | \$60 | \$80 |
| Non-Refundable Registration Fee | \$50/child | | |
| Drop-In Rates | | | |
| Morning Drop-In | \$8/child | | |
| Afternoon Drop-In | \$10/hour or any part of the hour per child | | |
| Late Payment Fee | \$25 | | |
| Late Pick-Up Fee | \$5/min. after 6:00 p.m. per child | | |

- *This service option is made available for parents who cannot pick up their child(ren) at 12:50 p.m., but can pick up at normal dismissal time.*

EDC ANNUAL REGISTRATION FEE 2011-2012

Parents/Guardian shall pay a non-refundable annual registration fee of \$50 per child on the enrollment date. This payment shall apply to the ten month school year. If the parent/guardian decides to withdraw the child(ren) from the program, any month of the ten month school year, a registration fee of \$50 per child will be due when the child returns to the Extended Day Care Program.

EDC "DROP- IN" RATES 2011-2012

Morning care drop-off fee is \$8 per day per child. Afternoon care drop-off fee is \$10 per hour or any part of that hour per child. **All drop-in fees are due the same day the child is dropped off in EDC.**

LATE PICK-UP CHARGES 2011-2012

A late pick-up fee of **\$5 per minute** shall be applied after 6:00 p.m. The parent/guardian or authorized person shall **pay the late pick-up fee on the same day the late pick-up fee has been assessed.** If the child is picked up late more than three (3) times in a

thirty (30) day period, the Extended Day Care Program Coordinator will notify the parents/guardian of the fact that their child's enrollment in the program may be terminated.

In the event that a supervisor cannot contact or is not contacted by the parent or guardian by 6:30pm, the police will be notified.

EDC METHODS OF PAYMENT 2011-2012

Payments for the program may be made by check or money order payable to St. John Eudes School, or cash. **Payments are to be mailed directly to the SJE School cccounting office.** There will be a \$25 service charge for returned checks in addition to other amounts due.

EDC SIGN IN/SIGN OUT PROCEDURES

To ensure the safety of your children, all students must be signed in/out by a parent/guardian or authorized adult (18 years of age or older) indicated on the child's Extended Day Care Student Release Authorization, in the presence of a day care personnel.

Exceptions may never be made. In an **EMERGENCY**, a parent may give **TEMPORARY PERMISSION** for the child to be picked up by someone on the release form. The parent **MUST CALL** the EDCP Office and inform the staff of who is going to pick up their child(ren). The authorized person **must be ready to present a valid form of identification** to the EDCP staff. If a child enrolled in the program comes to school, but is not going to the program that day, a parent/guardian must inform the EDCP staff.

For **Morning Care** (6:45 a.m. – 7:30 a.m.), parents **must** accompany students to the Library and sign the child in.

For **Afternoon Care** (2:50 p.m. – 6:00 p.m.), Kindergarten children will be supervised from their classroom to St. Paula Montal Hall. Students in Grades 1-8 may be released immediately from class to go to St. Paula Montal Hall and sign in. It is each child's responsibility to sign in at the After School Extended Day Care. Extended Day Care personnel will take attendance of all registered students.

Students participating in other after school activities should **SUBMIT COPIES OF PARENTAL PERMISSION** slips for sports, tutoring, choir practice, enrichment programs etc. to the EDCP office. The student must **FIRST REPORT TO AND SIGN IN** at the extended day care, with a notation made as to their whereabouts. The child **MUST RETURN** to the Extended Day care immediately following the completion of that activity.

EDC PICK-UP PROCEDURE

Parents/Guardians picking up their child(ren) before 5:00 p.m., must park on the Mason Avenue parking lot and walk to St. Paula Montal Hall. Parents/Guardians must sign out their child(ren) in the presence of EDCP personnel before leaving. After 5:00 p.m., parents/guardians may park in the Lassen St. parking lot and sign out their child(ren) at St. Paula Montal Hall before leaving.

Doors are locked for the children's safety. All parents/guardians must ring the doorbell and the supervisor will open the door.

CHANGES IN CONTACT INFORMATION

Parents/Guardians are requested to provide written notice to the program coordinator **WITHIN TWO (2) DAYS** of any change in parent's/guardian's mailing or work addresses. Parents/Guardians are also requested to provide immediate oral notice followed by written confirmation, of any change in parent's/guardian's telephone (home, work, cell and pager) numbers.

ITEMS FROM HOME

Games and toys may **NOT** be brought to school for the program. This includes cell phones, ipods, iphones, blackberries etc. Junior high students may use a laptop for academic purposes only.

GENERAL RULES

- 1) Be respectful and listen to the staff.
- 2) Be courteous at all times.
- 3) Stay within boundaries at all times.
- 4) Always follow directions.
- 5) Do not leave the Extended Day Care Program after checking in until you are signed out.

PARENT'S ADDITIONAL RESPONSIBILITIES AND OBLIGATIONS

Parents/Guardians certify that he/she has accurately completed all the necessary information required in all forms required by the Extended Day Care Program. Parent/Guardian agrees to notify the program in writing of any changes in the information on the forms listed below:

- 1) Identification for Pick-Up Form
- 2) Emergency Information and Student Release Authorization
- 3) Extended Day Care Medical Release Form

13. 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.

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 your 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, he/she will be taken to Northridge Hospital or Kaiser.

INSURANCE

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

MEDICATION

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

Medication must be delivered by the parents or guardian to the office in the original labeled prescription bottle/inhaler, together with the Medication form signed by the health care provider and parent/guardian.

IMMUNIZATION

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

Immunization is not required for admission if a parent or guardian presents a letter stating that such immunization is contrary to his or her beliefs, or presents a written statement from a physician to the effect that immunization is not considered safe or reasonably beneficial to the individual student.

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 *immediately* removed from the classroom and sent home. The school has a No-nit policy which means that in order for the student to return to the classroom there can be NO evidence of nits (eggs.)

COUNSELING

There will be an on campus school counselor from Outreach Concern, Inc. Tuesday/Thursday from 8am to 2:30pm. Parents/Guardians are to have on file a consent form for each student indicating whether or not they will allow their child to take advantage of the services. However, in the case of an emergency the counselor, regardless of whether or not there is a consent form on file, will see the child. The counselor will be working in the classrooms, and will have contact with the students on an informal basis and on the yard.

C. ACADEMICS AND CO-CURRICULAR ACTIVITIES

14. Curriculum Offerings

The curriculum and texts are approved by the Archdiocese with Religion as the central course in our curriculum. We follow the time allotment set by the Department of Catholic Schools; and participate in the evaluation of academic achievement and ability (ITBS) as well as religious knowledge and practice (ACRE) annually.

- | | |
|-----------------------|--------------------|
| ▪ Religion | ▪ Language Arts |
| ▪ Mathematics | ▪ Reading |
| ▪ Science | ▪ Spelling |
| ▪ Social Studies | ▪ English |
| ▪ Music | ▪ Writing |
| ▪ Physical Education | ▪ Handwriting |
| ▪ Art/Fine Arts | ▪ Computer Science |
| ▪ Spanish (grade 6-8) | |

Enrichment Programs:

- Curricular trips (Grades 3-8)
- Assemblies
- Library

TECHNOLOGY: Students will spend time in lab to enhance core curriculum. All classes have access to computers in the classroom, which are used to integrate and expand the curriculum. Students in Grades 7 and 8 are strongly encouraged to have a laptop. Grade 6 will begin a one to one iPad program.

We also educate our students in computer 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 K-8. Individuals and families may be held liable for violations:

- damaging computers, computer systems or computer networks
- violating copyright laws
- using another's password
- trespassing in another's folder, work or files
- intentionally wasting limited resources
- displaying offensive messages, obscene language
- harassing, insulting or attacking others
- no disks, CDs or programs may be brought to school for any purpose

LIBRARY: The McNamara Library houses books, periodicals, and religious materials. Library time is incorporated into the classes' schedules. The library is opened during recess and lunch. Afternoon EDC students may access the library under direct supervision of EDC staff.

15. Religion Program & Expectations

RELIGION PROGRAM AND EXPECTATIONS

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 grades 2 to 6 attend a weekly Mass and all grades attend a monthly Student Body Mass thus giving the children the opportunity to experience more participation in the Eucharist. There are Paraliturgies during the year and students attend Reconciliation twice a year. 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 children will plan and participate in a common celebration of the Sacrament of Forgiveness during Advent and Lent. The children will experience the need for reconciliation with the help of their parents and teachers. In addition, there are opportunities to experience religious retreats.

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 Six, Seven, and Eight are required to fulfill a designated number of hours in community service as part of their religious training here at St. John Eudes School. All service must be **pre-approved** by the student's Religion teacher by completing a service hour form obtained from the teacher. Any questions regarding service are to be directed to the homeroom teacher. The principal will sign off on **completed** hours.

Grade 6 - 10 service hours

Grade 7 - 15 service hours

Grade 8 - 20 service hours

APPROVED SERVICES: (** = Age Restrictions)

- ****Hospital Work****
- *Convalescent Hospitals or Nursing Homes*
- *Assisting at Sunday School*
- *Organized community Clean-Up*
- *MEND, FISH, Salvation Army, etc..*
- *Participation in a non-profit fundraising event for charity*
- *VBS Counselor or other volunteer camp counseling*

- ****Animal shelter work****
- *Service to SJE Parish (Carnival-must have parent supervision)*
- *Hospitality*
- *Guide Dogs of America,*
- *Veteran's Day ceremony in Chatsworth*

SERVICES NOT APPROVED:

- *Work for a profit institution*
- *Child Care*
- *Volunteer for candidates in public office*
- *Volunteer for work during school hours*

Retreats

Students in Grades 4-8 will participate in a retreat program during the year. Grade 4-5 will attend retreat on campus; Grades 6-8 will attend off campus. *Carpool passes must be arranged with the teacher two days before the day of the retreat. No carpool passes will be accepted on the day of the retreat. Parents will be called individually if they change plans. Junior high students will need carpool passes*

Families at St. John Eudes have many extra ways to spiritual growth. We encourage families to participate in the special liturgies and activities of the school and parish, and especially through personal and family prayer- meal times, morning and evening prayers, family rosary, regular attendance at Mass, and the reading and sharing of scripture.

Vocations are part of the pastoral work of the Church. Priests & religious come from & belong to the People of God. Prayer & sacrifice for vocations are responsibilities of the Church. We pray regularly for vocations: *"Teach me to do Your will, for You are my God."*

16. Testing and Assessment

Catholic schools educate students to become self-directing, responsible faith-filled adults. The faculty makes use of a system of assessment, which is a network of many forms of evaluation and is used in conjunction with other aspects of the student's academic life. Part of assessment includes evaluation of the curriculum and the programs that contribute toward the total development of the child. In all areas of current assessment, we stress that the results and scores derived are only one element that is considered in determining a student's academic performance and progress. Many factors are taken into account, and care is taken to keep the welfare of the "whole child" in mind.

17. Homework

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

| | |
|-----------------------------|---|
| Kindergarten | Optional or 15 minutes per night |
| Primary (Grades 1 – 2) | One half hour per night (2 hrs. per week) |
| Intermediate (Grades 3 – 5) | One hour per night (4 hrs. per week) |
| Junior High (Grades 6 – 8) | Two hours per night (8hrs. per week) |

Assignment of homework is limited to days on which school is in session with the exception of make-up work or long range assignments. Parents may check the class page on the school web site to help their children with knowing homework assignments. Parents of students in Grade 3-8 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.

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.

Late work does not receive full credit. Parents should check Gradelink.

AFTER SCHOOL TUTORING

St. John Eudes School offers an after school tutoring program for students experiencing academic difficulty. Schedules and times may vary.

- 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.

18. Grading

REPORT CARDS

Report cards are sent home on a trimester basis for students in Grades K-8. Trimester reports will be mailed home in December, March and June. Parent-Teacher Conferences are held in December for all parents. Parents should review the report card with the child. The report card is not returned. 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 will be sent out to students in Grades 1-2 and to those students in Grades 3-8 with deficiency grades. All parents in Grades 3-8 can access their child's grades throughout the school year through Gradelink. Please note however, that parent/student access will be locked during the weeks of interim and trimester reports.

ACADEMIC GRADING KEY

Kindergarten

M= Mastery

X= Emerging Skills

T= Needs More Time to Develop

Grades 1 through 2

Academic progress, work habits and behavior:

| | | | | | |
|---|---|-------------|----|---|-------------------|
| O | = | Outstanding | S | = | Satisfactory/Good |
| G | = | Very Good | NI | = | Needs Improvement |
| | | | U | = | Unsatisfactory |

Skills:

| | | |
|---|---|----------------------|
| + | = | Area of Strength |
| √ | = | Area for Improvement |

Grades 3 through 8

| | | | | | | |
|-----------|----|---|-----------|----|---|--------------|
| Subjects: | A | = | 93 – 100% | C | = | 75 - 79% |
| | B+ | = | 90 – 92% | C- | = | 70 – 74% |
| | B | = | 87 – 89% | D | = | 65 – 69% |
| | B- | = | 85 – 86% | D- | = | 60 – 64% |
| | C+ | = | 80 – 84% | F | = | 59 and below |

Skills:

| | | |
|---|---|----------------------|
| + | = | Area of Strength |
| √ | = | Area for Improvement |

Work Habits/Behavior:

| | | | | | |
|---|---|-------------|----|---|-------------------|
| O | = | Outstanding | S | = | Satisfactory/Good |
| G | = | Very Good | NI | = | Needs Improvement |
| | | | U | = | Unsatisfactory |

The grade ranking is described as follows:

- A Consistently does more than required; unusual dependability in following directions; is prompt, neat and thorough in all work; has enthusiasm for and interest in studies. This is a superior grade and is considered **outstanding**.
- B Frequently does more than is required; is careful in following directions and completing assignments; is prompt, exact and usually accurate in all work. This grade is considered **very good**.
- C Does what is required; is attentive to directions; completes work in an acceptable manner. This is an average grade and is considered **satisfactory/good**.
- D Lacks attention, interest, enthusiasm; is careless in preparation of assignments; shows little or no effort to improve; does not seek assistance with work; with great effort, does not succeed in performing on grade level. This is a below average grade-less than satisfactory and **needs improvement**.

Grade Point Averages for Junior High

| | | | | | |
|----|---|-----|----|---|-----|
| A | - | 4.0 | C | - | 2.0 |
| B+ | - | 3.6 | C- | - | 1.6 |
| B | - | 3.2 | D | - | 1.2 |
| B- | - | 2.8 | D- | - | 0.8 |
| C+ | - | 2.4 | F | - | 0.0 |

READINESS TESTING

St. John Eudes School uses a Developmental School Readiness tool for in-coming Kindergartners. The test measures the child's school readiness: physical, neurological, emotional, social and intellectual. 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 SJE for the lifetime benefit of the child. **Kindergarten students must be 5 years old on or before September 1.**

19. Honors/Awards

HONORING STUDENTS

Recognizing the uniqueness of each child, we realize that all children excel in some areas, so we honor the winner in everyone. The dignity of being a child of God is reason to celebrate. As followers of Jesus Christ, students are challenged to live his message in the world today through: Service, Respect, Responsibility, Faith, Trustworthiness, Fairness, Citizenship, and Caring.

We require students to work hard to produce quality work, honest effort, and Christian behavior. We set high expectations for learning, and expect students to complete assignments on time.

PRINCIPAL'S HONOR LIST

In an effort to encourage our upper grade students to work to their full potential, St. John Eudes has established a Principal's Honor List for Grades 6 through 8. Students will be placed on the list after each trimester. All courses apply to eligibility.

Criteria:

- 3.50 GPA or better on all courses (a grade of B- or better in core subjects of Religion, Literature, English, Mathematics, Science and Social Studies.)
- G or better in *Conduct* and *Effort* on all courses
- No discipline referrals

90% attendance (which includes punctuality)

VALEDICTORIAN AND SALUTATORIAN

Valedictorian and Salutatorian are determined strictly by a Mathematical averaging system that includes three trimester Report Card grades from Grade 8. Valedictorian is the highest GPA. The student with the second highest GPA is chosen as Salutatorian.

SCHOLARSHIPS AND AWARDS

Graduation Scholarships: These are the scholarships available for 8th Grade Graduates who attend Catholic High Schools:

THE KNIGHTS OF COLUMBUS AWARD – K of C #3601 awards \$500 to SJE graduates each year as part of their annual Track and Filed Meet. In order to qualify for this scholarship, graduates must be attending a Catholic High School ,and attend/participate in the K of C Meet in 6th, 7th, & 8th grades, meet a point system that includes GPA (tripled), Leadership, Christian Service, Christian Attitude, and Sportsmanship.

SR. ROSEMARY SCHOLARSHIP - This award of \$300 is given to the student in the graduating class who exemplifies the spirit of Mother Paula in service and concern for others.

SR. LAURA SCHOLARSHIP-This award of \$300 is given to the altar server who exemplifies outstanding Christian service. The recipient is chosen by the Sisters of the Pious Schools.

The SJE ROOM PARENT/PTSO SCHOLARSHIP -_This award of \$500 is awarded to individual students based on a point system. The GPA for 8th grade is tripled. The junior high teachers and principal rate each graduate on Leadership, Christian Attitude and Christian Service. When these are totaled, the students with the highest points qualify for these scholarships with a maximum of \$500 to any graduate.

DIEGO BAZA SCHOLARSHIP - This award was initiated in June 2001 in memory of Diego Baza, a former student at St. John Eudes. The family of Diego selects the recipient based on the family's criteria.

LUKE GAINES SCHOLARSHIP - This award was initiated in June 2001 in memory of Luke Gaines, a former student of St. John Eudes. The family of Luke selects the recipient of this award.

EIGHTH GRADE EMERGENT LEADERS-Eighth Grade officers that appear in the yearbook are determined by the Junior High teachers' consensus and Eight Grade students' input. The criteria include the students who demonstrated leadership, Christian attitude, and Christian service throughout the eight grade year.

20. Field Trip and Excursion Policy

CURRICULAR TRIPS

Curricular trips shall be of educational or cultural value and directly related to the curriculum and standards. Under no circumstances may overnight trips be conducted. Curricular trips are to be limited to one day in duration and to a distance that can be conveniently traveled in that time. Boats or Air carriers may not be used as a form of curricular trip transportation. **Any student not attending a curricular trip, regardless of the circumstances, will be assigned a project/report relating to the curricular trip.**

Parent Chaperones are selected through a lottery. Many museums mandate a maximum number of chaperones. Our school will honor and respect the policies of museums, libraries and other such places. Parents may not drive and meet their child on a curricular trip. The school expects cooperation from parents in this matter. Parent drivers MUST have enough seatbelts and the office must have a copy of their driver's license and proof of insurance.

21. Extra Curricular Activities

OFFICERS: CLASS AND STUDENT BODY - Students are given opportunities to assume roles of student leadership for service to the Class, Student Body, Parish, and the Community.

Qualifications to run for and remain in office are:

1. Average of C+ or better in all subject areas on Report Card
2. Record of good conduct
3. No suspensions
4. Good attendance (90%)

AFTER SCHOOL SPORTS: St. John Eudes School participates in the Valley Catholic League which is a competitive intramural league of Catholic schools in the San Fernando Valley for students in Grades 5-8. Our sports program includes the following for Grades 5-8:

| | | |
|----------------|--------------------|------------------|
| Fall Sports: | Boys-Flag Football | Girls-Volleyball |
| Winter Sports: | Boys-Basketball | Girls-Basketball |
| Spring Sports: | Boys-Volleyball | Girls-Softball |

St. John Eudes School participates in the annual Knights of Columbus Track Meet which is open to all students in Grades K-8. Practices are held six weeks prior to the Meet on Fridays after school. These practices are open to those students in Grades K-8 who are participating in the Meet.

Through these activities the students learn the importance of team work, gain self-confidence and are given opportunity to experience success and failure.

Participating in the After School Sports Program is considered a privilege. Students must maintain satisfactory grades in conduct and behavior. Any student who receives **three NIs or one U** in conduct or effort will be suspended from the program. CHRISTIAN BEHAVIOR and LEARNING are priorities. The after-school sports program is intended to help students develop psychologically, academically, and physically. The school sponsors the After School Sports Program for grades 5-8 on Monday through Thursday. There is a **per sport fee of \$60 per child** for students participating in the After School Sports Program. There is an additional cost for uniforms. Students and parents are required to sign an *After School Sports Contract*.

Students who are absent from school may NOT participate in after school activities or After School Sports on practice or game days the day of absence.

THE LETTER CLUB

The Letter Club is available for students participating in after school sports. Letters are received after an accumulation of 50 points. Once a letter is received Stars are earned for each additional 50 points accumulated. Points carry over from year to year, starting in 5th grade.

Points are earned in the following manner:

5 points are earned per team (football, basketball, volleyball, softball, parish swim team, and track). 25 possible points can be earned for attendance (5 possible per sport), 5 points for achieving Scholar Athlete status.

Additional bonus points are awarded for medaling at the track meet (Gold=5, silver=3, bronze=1) or participation in the KofC Free Throw competition or other approved sporting activity for the school.

Scholar Athlete Award is a yearly award that is given to students who participate in *all three* AFTER SCHOOL seasons and receive a GPA of 3.5 or higher all three trimesters.

SCHOOL CHOIR - Students in Grades 4-8 are eligible to join Heaven's Grace. The choir rehearses on Fridays. Heaven's Grace participates in all school liturgies and prayer services under the direction of the Music teacher.

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

PARISH GROUPS

CHILDREN'S CHOIR (Grades K-8)
CHILDREN'S DRAMA AND LECTOR GROUP
SWIM TEAM
ALTAR SERVERS (Grades 5-8)
BOYS AND GIRLS SCOUT TROOPS

D. TUITION AND FEES

22. Tuition and General Fees

FINANCIAL RESPONSIBILITIES

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

REGISTRATION and FEES

The Registration Fee for 2011-2012 is \$190 per child for returning students (gr. 1-8) or \$250 per child (K) and new students. This includes insurance, testing, and incidental supplies. A student fee of \$200 per student includes: technology fee, book fee, activity fee and disaster/earthquake fee. There is an additional \$250 Graduation fee for 8th Grade students. Each family is also charged a \$75 fee per family for Yard Duty & Safety Supervision. This fee compensates parents who supervise the children at lunch, arrival and dismissal. The Earthquake Fee provides emergency supplies; and the Activity Fee provides the Room Parents with funds for a simple monthly birthday celebration for each class, as well as in-school cultural presentations/assemblies. There is a \$25 bank fee for any returned check.

A separate service charge will be applied to both the registration fee and the student fee received after the required due dates. These fees are non-refundable.

TUITION INVESTMENT STRUCTURE 2011-2012

| Kindergarten | \$5,325 | | | |
|---------------------|----------------|-----------------|-------------|---------------|
| Grades 1-8 | Standard | 11 Mo./ 12Mo. | Discount*** | 11Mo./ 12 Mo. |
| One Student | \$5,325 | \$485/\$444 | \$4,509 | \$410/\$376 |
| Two Students | \$10,650 | \$969/\$888 | \$7,425 | \$675/\$619 |
| Three Students | \$15,975 | \$1,453/\$1,332 | \$10,034 | \$913/\$837 |

*****Discount applies to those who are registered members of St. John Eudes Parish contributing in the envelope system 75% of the time which calculates to 38 weeks a year (19 weeks in a six month period).. Those who are new to the parish must be contributing in the envelope for at least six months to receive the parish discount. Audits will be done twice a year in August and February.**

23. Tuition Assistance

Those families most in need will be awarded assistance through the Angela Christine Abbene Memorial Scholarship Fund, Adopt-A-Student Program and Hannon Foundation Grant. *Amount is limited.*

24. Parent Service and Fundraising Requirements

FUNDRAISING COMMITMENT

In order to maintain tuition at the most reasonable level possible each family must commit to support certain fundraising opportunities that are designated to directly fund the educational program at the school. These fundraising opportunities are designed to provide each family (particularly families with limited resources) the possibility to raise funds on their own to meet current educational costs not covered by tuition.

In order to be effective and meet the requirements of the fundraising commitment, the fundraising activities that are allowed to be counted for the Family Fundraising Commitment must provide the opportunity for families to raise funds from outside resources. The cost of the activity must also be minimal, the value produced must be verifiable, and family participation must be easily trackable.

Based on these factors, the Family Fundraising Commitment may only be filled by participating in two special fundraisers: (1) The Annual Jog-A-Thon, and (2) the Grand Prize Drawing conducted at the spring fundraiser sponsored by the PTSO. By obtaining sponsorships for the Jog-A-Thon and/or selling tickets for the Grand Prize Drawing our school families have the opportunity to raise funds through donations from their friends, extended families, parishioners, and other school supporters. These donations will help support our educational program without needing to raise tuition to cover those costs (to the extent the fundraising commitment provides).

The Family Fundraising Commitment is currently \$550 per year. The income from the Family Fundraising Commitment is included in budgeting for each school year, so it is very important that each school family meet the commitment level. This commitment is a **required** part of the Parent Agreement. The Fundraising Commitment **must** be met and submitted **no later than May 20, 2012.** **Any family not meeting the current commitment level will be charged for the difference.**

REQUIRED FAMILY SERVICE HOURS

As members of the school community, school families are expected to share their time, talents, and resources to help support the efforts of the school in educating their children. This involvement provides opportunities for direct involvement in the education process, and also makes it possible to reduce the costs of tuition. For these reasons it is expected that each family perform 40 hours of **mandatory** service to the school community (or otherwise meet its obligation as noted below).

Each family however has a unique set of resources, and also limitations, regarding how they can contribute to and enrich the school. Parents who would like to donate their time and talents have the opportunities to be involved as Room Parents, Chairpersons, EDC, Hot Lunch Helpers, Teacher's Aides, Yard Duty Supervisors, Drivers, Bakers, PTSO activities, Handymen Helpers, Parish Ministries, etc. Some families have limitations on their time but can help in other ways such as using scrip for their purchases. So while direct involvement of time and talents is the preferred support we ask of families, alternate means are also acceptable. The following are the ways the family service hour requirement can be met:

- 1) Perform 40 Service Hours
 - a. A maximum of 20 hours of service in the parish may be credited towards the 40 service hour requirement for the school.
 - b. It is the parent's responsibility to keep track of their hours by making sure the group or activity chairperson(s) have signed their hours into the red service binder kept in the office. All service hours must be completed **no later than May 20, 2012.**
 - c. \$20 must be paid for each hour not fulfilled by the due date.
- 2) Purchase \$4400 Scrip per year (\$120 = 1 service hour).
- 3) Combine Service Hours with purchase of Paper Scrip (\$120 = 1 service hour).
- 4) Make a minimum contribution of \$800 to the School Endowment Fund
- 5) Pay a "Support Fee" of \$800.

As a Catholic school we recognize that we have an exceptional group of parents who through their involvement provide a valuable resource for the school. Your support of our Family Service Hour Program is essential to maintaining the high level of education at St. John Eudes School.

The Family Service Hour Commitment **must** be met and submitted **no later than May 20, 2012.** **Any family not meeting the current commitment level will be charged for the difference.**

E. DISCIPLINE

25. Rules and Regulations

SCHOOL RULES

EFFORT/CONDUCT POLICY: Students are expected to put forth by participating in class, doing assigned class 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. (The privilege of participating in extra-curricular activities will be lost and their conduct will be closely monitored). If the student with unsatisfactory conduct does not improve during probation, he/she will be asked to leave St. John Eudes School.

Similarly, any student with **poor effort (Unsatisfactory)** will be on probation the following interim progress period. (The privilege of participating in extra-curricular activities will be lost and their conduct will be closely monitored). 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 *F* or *Unsatisfactory* in effort and/or conduct will be on probation and excluded from extra-curricular activities until they

demonstrate improvement. Extra-curricular activities include sports, Student Council, etc.

DISCIPLINE

We consider discipline to be an aspect of moral guidance and not a form of punishment. Self-discipline is part of character training and is necessary to provide a classroom situation conducive to learning. When a student's or parent's behavior or attitude are such that there is no cooperation, others are affected and measures must be taken. Rude behavior is not tolerable anywhere in the school!

DETENTION POLICY: Self-discipline is the key to good conduct and proper consideration for other people and us. It is the training that develops self-control, character, orderliness, and efficiency.

Mutual respect is essential to a school community because each of us holds within us a unique image of God. Respect of oneself, students respecting students, student respecting teacher, teacher respecting students and teacher respecting teacher 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. A student chooses whether or not to follow the classroom rules, to study for a test, to complete homework and to be a friend.

Detention will be served on Fridays from 12:50 - 1:50pm. **No fast food or outside lunches are to be delivered to the student.** The student should bring a sack lunch that day. (At the discretion of the principal there are times when detentions will be held on another day of the week.)

Detention will be implemented to students in grades 3-8. The infractions listed are examples and are not all-inclusive:

- 1 Conduct /discipline referral signed by principal-some referrals, dependent on the severity of the behavior, may result in suspension or expulsion**
- 3 Tardies**
- 3 Classroom/yard behavior infractions**
- 3 Uniform code violations**

*At the discretion of the teacher, detention may be given to complete any unfinished work or homework assignment not completed within the week. A study skills class conducted by faculty members will be offered twice a week from 7:25-7:55am for those students **with a recommendation and referral from their teacher(s).***

Students who miss an assigned detention without notification to the school will be given two (2) detentions.

SUSPENSION

Students who are suspended are given no credit for missed daily work, but must compete it. Missed tests may be taken upon return to school.

Student must report to the 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.

Students in grades 3-8 will follow a behavior policy that includes detention. Students will attend detention on Fridays from 12:50 to 1:50pm. (*See detention page.*)

New Students: All new students are on probation for the first six weeks to help assess our ability to best serve each student. He/She will be evaluated at the end of the first *Interim Progress* on: 1) behavior/attitude, 2) effort, 3) academics. If teacher(s) and principal determine that we are unable to meet the student's needs, he/she will be given a recommended transfer.

POP CULTURE: In today's culture children are being exposed to many things that are contrary to our Catholic values. R rated television shows, movies, videos, parent advisory CDs, video games, and many internet sites etc. **are not appropriate for children.** Children should be supervised at malls, movie theaters, etc. **Be aware of what your child is doing on the internet.** The computer should be in a room visible to the parents. Purchase software that protects the child from pornographic sites. Know your child's instant messaging buddies. Teach responsibility with cell phone use. As Catholic/Christian parents we must be aware of all the influences facing our young people today. The duty of a Catholic/Christian parent is to **protect** our children from immoral values and expose them to healthy moral ones.

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

PLAYGROUND RULES

The following rules should be reviewed frequently by students, parents, and teachers.

- Gum is not allowed at school any time (not at games, playground, sports, etc.).
- May not play or run between the buildings, in the plaza, nor in the alley.
- Stay within fenced area of school grounds.
- If a ball leaves the playground, tell the adult on yard duty.
- Students do not belong on the playgrounds and field without supervision.
- Play within your assigned area and follow the rules of the game.
- Rough play is never allowed.
- No Dodge Ball allowed.
- Coed games: volleyball and kickball only
- Eat snacks in the assigned area- not on the playground or porch.
- Eat lunch at assigned tables and remain seated until you are dismissed by the adult on yard duty.
- Clean tables and trash pick up are everyone's responsibility.
- Throwing or wasting food is forbidden.
- Obedience to yard duty supervisors and teachers is a practice of our Christian attitude.
- Proper language is expected at all times.
- Respect all persons and their personal property.
- Respect school property.
- Be considerate of the other grade's equipment.
- Keep hands and feet to yourselves.
- Tackling and tag are not allowed at any time or place.
- No running in the Library plaza or in between buildings.

- Walk in line to get your hot lunch.
- You may not ride your bike on any part of the school grounds.
- Stop playing when the bell rings.
- When the bell rings, pick up your belongings, get a drink, wash up, get to your line and wait quietly.
- Only the ball monitor may check the ball in and out-no going back to the classroom to retrieve forgotten ball bag.
- Lunch pails must never be swung nor thrown.
- After school, you must stay on the school grounds. Once you leave, you may NOT return.
- Do not play, socialize nor scream 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

LEAVING THE SCHOOL GROUNDS: As a safety precaution, no child may leave the school grounds for any reason without the principal's permission. 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.

LIBRARY-The use of the library is for reading and research. The library is not to be used to complete class work or homework or socialize with friends during recess or lunch. All students must sign in and out of the library during recess and lunch. They will be required to sign a library contract each year. There will be no more than 15 students in the library at one time. Any student found in violation of this policy will be suspended from the use of the library during recess and lunch for a period of time.

SCHOOL PUBLICATIONS DISPLAYING STUDENT PHOTOGRAPHS & INFORMATION

St. John Eudes School publishes a number of school related materials in various media including the yearbook, brochure, website, alumni newsletter, posters, and other informational or promotional materials. As a condition of enrollment at St. John Eudes 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.

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. John Eudes 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.

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.

OTHER SCHOOL INFORMATION

FINGERPRINTING/VIRTUS TRAINING

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.

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 desks beginning the first day of school. The list of required supplies for each grade was mailed in June for returning and new students. Only required school supplies are allowed in school. Pencil and crayon sharpeners and permanent markers are not allowed nor are electronic watches, cell phones, pagers and recorders/cameras.

All school books must be carefully and neatly covered. Hard cover texts MUST be covered with "book sox". No doodling is allowed on the book cover! Book covers must never be taped to the books. A record is kept of the set of books being used by each child. Each student will therefore be held responsible for any lost or damaged books in his/her use. Parents/guardians are financially responsible for damaged books.

BACKPACKS

ONE **Regular sized backpack or rolling backpack is allowed. Luggage type carriers are NOT! The classrooms cannot accommodate such large pieces. Please consider purchasing a second set of books if this is a problem. Handles must be retractable.**

LOST AND FOUND

During the school year, many unidentified articles are left unclaimed. This can be avoided if clothing and lunch boxes are **permanently and clearly labeled**. There is a large plastic trashcan outside the office during school hours for all clothing items left unclaimed on the playground. Lost lunchboxes will be set next to the bin. 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

St. John Eudes students are **not allowed to bring cell phones to school**. Automatic detention will be given. Repeated offense will result in suspension. If a student needs to contact his/her parent/guardian, the school office phone or the EDC phone is available for that purpose.

iPADS

Beginning with the 2011-2012 school year, iPads will be incorporated into the curriculum of the St. John Eudes School 6th grade class. This integration will continue as the students progress into the 7th and 8th grades. The iPads will be used to supplement instruction through the use of applications ("apps") available for the iPad and also to utilize electronic textbooks. There is a separate Tech fee for iPads. *The school is not responsible for lost, damaged or stolen items.*

Please see Appendix E for contract.

ELECTRONIC DEVICES

St. John Eudes students are NOT allowed to bring any type of electronic devices to school. Automatic detention will be given. Junior High students may bring laptops for academic purposes. **The school is not responsible for lost, damaged or stolen items.**

BIRTHDAYS

Individual birthdays are not celebrated at school. Please do not bring cupcakes or other treats for the student or class.

Four times a year students' birthdays are recognized through a special celebration around a holiday. Room Parents in collaboration with the teachers are in charge of this event that takes place **only** during recess or lunch. **Alternative treats to high sugary foods are strongly encouraged! (Ex. Muffins, bagels, fruit, vegetables, pretzels, etc.)**

Only parents of birthday celebrants in Grades K-1 may attend the event.

Balloons and flowers are not allowed at school.

EMERGENCY CARDS

Each family should fill out an emergency card. Please check that all necessary information is included. It is important that you indicate the city & zip code. Emergency cards must be updated each year. In the event of change of address, phone, etc., during the school year, please call the office to bring the card up to date. This is of utmost importance since the telephone is our only means of communication in case of emergency. Relatives & friends listed on your emergency card should be close enough to the family to be aware of where you can be reached at all times during the school year. Please list Kaiser patient number if applicable.

Be sure family Emergency card and Emergency release forms are up to date, especially if you change jobs, telephone numbers or emergency pick up people. In order to release your child to another responsible adult, we ask you to fill out a new Emergency Release form at the start of the school year. **Your child will be released only to those persons that are listed on Emergency Form.** It remains in effect until June of the following year. If this information changes during the year, stop by the office and fill out a new release form.

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 tent. Emergency Kits are stored in our Emergency Shed on the east end of the grass field 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 will be called by the administration. All classroom doors will be locked. **No student will be released to any parent/guardian during lockdown.** All classrooms are equipped with emergency supplies, including port –a- potties and privacy tents.

SMOG ALERTS

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

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.

THE NON-CUSTODIAL PARENT

In the absence of a court order to the contrary, St. John Eudes 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.

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, there fore, that
 - a. the pastor of the parish community is the ex officio chief administrative officer of the school who carries out the policies of the Archdiocesan Advisory Board and, on points not covered by Archdiocesan policy, determines policies appropriate to the needs of the school, and
 - b. the principal is responsible for the immediate direction and supervision of the school program.
2. We understand that certain responsibilities require our continuous support if the school is to achieve its goals. We agree, therefore,
 - a. to participate in the religion program and related activities in order to make the teaching of religion a reality in the life of our child (ren)
 - b. to encourage our child(ren) to learn by providing an environment suitable for home study

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

ACCEPTANCE

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

APPENDIX A

CODE OF CONDUCT FOR STUDENT WORKERS/VOLUNTEERS

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

As a student volunteer I will:

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

As a Student Volunteer I will not:

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

- Fraternize with minors over the internet or through other forms of communication

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

Print Name of Youth: _____

Work or Volunteer Position: _____

School or Parish: _____

Signature of Youth Volunteer: _____

Date: _____

Name and Signature of Parent or guardian: _____

Date: _____

Name and Signature and Title of Witness: _____

Date: _____

APPENDIX B

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Please fill out the following form. You can save data typed into this form. Highlight Fields

PARENTAL RELEASE FOR CHILD — NON-COMMERCIAL

This section to be completed by Archdiocese/School/Parish

Archdiocese/School Parish: _____
Class/Activity: _____
The Archdiocese/School/Parish intends to use your child's image, name, voice and/or work for the following non-commercial purposes (describe class/activity, date(s) if applicable):

The following person(s)/entity not connected to the Archdiocese/School/Parish will be involved in the class/activity: _____


This section to be completed by Parent/Legal Guardian:

I _____ (Name) am the parent or legal guardian of _____ (Child's Name), a minor. I hereby authorize the Archdiocese/School/Parish to use the following personal information about my child:

Please initial the applicable boxes

Image/visual likeness: yes no Voice: yes no
Name: yes no Work: yes no

I understand and agree that my child's image, name, voice and/or work (the "Personal Information") will be used for the particular reasons identified above. I further understand and agree that the Archdiocese/School/Parish may use the Personal Information for other non-commercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and agree that the Personal Information of my child may be copied, edited and distributed by the Archdiocese/School/Parish in publications.

 Print Release Child Noncomm en | Updated 10/21/09
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Fillable .pdf available at [http://school.policy.la-archdiocese.org/Resources/Chapter X/parental release for child non comm/?i=883](http://school.policy.la-archdiocese.org/Resources/Chapter_X/parental_release_for_child_non_comm/?i=883)

APPENDIX C

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Please fill out the following form. You can save data typed into this form. Highlight Fields

STUDENT AND YOUTH ACTIVITY PERMISSION FORM

CHILD'S NAME: _____ GRADE: _____

Activity: Field Trip Other (specify): _____

Date: _____ Cost: _____

Educational Purpose: _____

Description of Activity: _____ See Attached

Mode of Transportation: Walk Car Pool Bus Other (specify): _____

Teacher/Adult Leader: _____ Attire: _____

I request that my son/daughter be permitted to participate in the above activity. My child has no medical condition that would render it inappropriate for him or her to participate in this activity. I have returned the Health and Medical Release Form to the school/parish. I agree to direct my child to cooperate and conform to directions and instructions of the parish, school or Archdiocesan personnel responsible for this activity.

As a condition of participating in this activity, I hereby release and discharge The Roman Catholic Archbishop of Los Angeles, a corporation sole, Archdiocese of Los Angeles Education & Welfare Corporation and the school and parish, their respective employees and any parent/volunteer chaperone, from any and all claims for personal injuries, wrongful death or property damage that my son/daughter may suffer as a result of participation in the activity described above, whether or not such injuries or damage are caused by the negligence (active or passive) of the Archdiocese, the parish, the school or their employees or chaperones.

Should it be necessary for my son/daughter to have medical treatment while participating in this trip, I hereby

Fillable .pdf available at [http://school.policy.la-archdiocese.org/Resources/Chapter XII/Student and Youth Activity Permission Form/?i=808](http://school.policy.la-archdiocese.org/Resources/Chapter_XII/Student_and_Youth_Activity_Permission_Form/?i=808)

APPENDIX D
ARCHDIOCESE OF LOS ANGELES
MEDICATION AUTHORIZATION AND PERMISSION FORM

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

Part D by parent/guardian – *please print*

A. _____
 Last Name of Student First Name Sex Birth Date

 Purpose of Medication or Diagnosis Name of Medication

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

 Date of Prescription Length of Time this Medication will be Necessary

B. Physician's Recommendations. (check where applicable)
 _____ Please notify this office if patient misses medication at school.
 _____ Medication may have adverse effects (explain) _____

 _____ Special instructions and/or comments _____

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

_____ _____
 Print Name of Licensed Physician Signature of Licensed Physician

 Address Telephone Date

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

Permission for Medication to be Taken During School Hours

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

 Parent Signature

 Date Day Telephone Emergency Telephone
 9/01/02

APPENDIX E

St. John Eudes School
2011-2012 6th Grade iPad Pilot Program
Guidelines & Policies for Student iPad Use
(Rev. 08/23/2011 – Draft)

Beginning with the 2011-2012 school year, iPads will be incorporated into the curriculum of the St. John Eudes School 6th grade class. This integration will continue as the students progress into the 7th and 8th grades. The iPads will be used to supplement instruction through the use of applications (“apps”) available for the iPad and also to utilize electronic textbooks. The following guidelines and policies will apply to the iPads used by students at the school:

- (1) **Ownership & Use of iPads** - Each 6th grade student will be issued an iPad by the school for the sole use of the student. The iPad will remain the property of the school. The use of the iPad, just as all electronic equipment and computers used at the school, is subject to the Los Angeles Archdiocese’s “Family Agreement for Use of Electronic Communication and Equipment.” A school issued iPad must be returned to the school (a) at the beginning of summer vacation for safe storage (however the same iPad will be reissued to the student when school begins again in the fall); (b) upon a student’s graduation (except as noted in (13) below); (c) upon a student otherwise leaving the school; or (d) upon demand by the school. It is the student’s responsibility to remove any personal data or information from the iPad prior to surrender. The student may not remove any school provided software or apps from the iPad unless otherwise instructed. If an iPad is not returned as required, the student’s account will be charged with the full value of the iPad, plus any unpaid iPad fees.
- (2) **iPad Fee** - A monthly iPad fee of \$25 for the 2011-2012 school year will be charged for each iPad issued. This fee is subject to change for subsequent school years. The iPad will remain the property of the school, except as provided per (13) below. Students must use the school issued iPad and may not substitute their own personal iPad or laptop.
- (3) **Responsibility for Care and Maintenance** - Each student is responsible for the care and maintenance of the iPad issued to him/her. The school will provide coverage for software and hardware maintenance support through the AppleCare Protection Plan, as well as insurance coverage for theft, burglary/robbery, accidental damage, power surge, vandalism, fire, and natural disasters through Safeware Insurance Agency. It will be the responsibility of the student’s parents/guardians to handle or process any software and hardware maintenance issues or insurance claims. The cost of maintenance support and insurance is included in the monthly iPad fee. Intentional misuse or damage of the iPad is not covered by any policy and any replacement or repair cost will be the responsibility of the student’s parents/guardians. Students and their parents/guardians will not act so as to void any warranty applicable to the iPad.
- (4) **Loaner iPad** - In the event an iPad requires repair or maintenance which causes it to be unavailable to the student, the school will provide a temporary loaner iPad to the student for a reasonable time (on an availability basis) while the iPad is being repaired.
- (5) **Software & Apps** - The school will provide each student with the *Keynote* app and *Pages* and any electronic textbooks which the school determines will be needed for the class. Other apps will be required by the class teacher, including apps that are available for free and some that may cost a nominal amount. The school will not be responsible for any costs related to a student’s App Store account.
- (6) **Authorized Use** - The iPad is to be used for educational use only as directed by the teacher. Any unauthorized use of the iPad during class time for games, texting, social networking, etc., will result in removal of the iPad from the student until a meeting to discuss the issue with the parents/guardians can be arranged.

- (7) **Daily Charging & Use** - Students must charge their iPads nightly and bring them to class turned “off” at the beginning of the school day. The iPads are to be turned on only when instructed by the teacher.
- (8) **Accessories & Personalization** - Students may purchase (and personalize) their own iPad accessories, cases or covers, and display personalized iPad wallpaper and backgrounds. All personalizations must be school appropriate and within the school’s code of conduct. No engraving may be made on the iPad.
- (9) **Streaming Video & Audio** - Since streaming video and audio uses extensive bandwidth, students may not watch on-line videos (including YouTube) or listen to streaming music on their iPads during school hours.
- (10) **iPad Safety** - To assure the safety of the iPads, students will not be allowed to take their iPads out of the classroom during breaks, recess, or have them on the field or playground during after school sports activities (students participating in after school sports activities will be provided a safe location to keep their iPads). Students should also take care to protect their iPads at all other times, especially when they are on their way to and from school (and especially if walking to or from school) to prevent damage from dropping or mishandling, and to prevent displaying the iPad to others who may be tempted to steal the iPad. Students will be required to download “Find my iPad” app to help locate their iPad if lost.
- (11) **Software & App Updates and Backups** - Students are responsible for updating their apps and iPad software on a regular basis, and backups of iPad content should be made on their laptop or desktop computer once or twice a month.
- (12) **Student Purchase of iPads Upon Graduation or Leaving the School** - It is intended that students be able to have and use their iPads and the apps they have downloaded after their graduation from the school. Therefore, upon graduation (or upon a student otherwise leaving the school) the student will be permitted to purchase his/her iPad. The cost to purchase will be based on the cost incurred by the school for the iPad (which will include the original cost of the iPad plus the cost of school provided software, maintenance and insurance over the period of the student’s use) less the total iPad fees paid (not including any fees or costs paid for student purchased apps or other items). In the event the iPad fees paid meet or exceed the total cost incurred by the school, then the student will receive the iPad at no charge. In no event will there be any refund of any iPad fees.
- (13) **Guidelines & Policies as Condition of Attendance** - It is a condition of attending St. John Eudes School that students and parents/guardians accept and agree to these guidelines and policies. These guidelines and policies are subject to change at the discretion of the school.

We accept and agree to these guidelines and policies.

Date: _____

Printed Student Name

Printed Parent/Guardian Name

Student Signature

Parent/Guardian Signature

ACCEPTANCE OF HANDBOOK



**St. John Eudes School
Parent/Student Policies Agreement Form**

(Please print except where signatures are required)

ACCEPTANCE OF PARENT/STUDENT HANDBOOK

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

Father's/Guardian's Signature _____ Date _____

Mother's/Guardian's Signature _____ Date: _____

Print student names and grades:

Student's First Name _____

Student's First Name _____

Grade _____

Grade _____

Student's First Name _____

Student's First Name _____

Grade _____

Grade _____

Please return this signed form promptly to the School Office.
This form will be placed in the students' permanent files

A PARENT'S PRAYER

GOD OF ALL WISDOM AND GOODNESS, MAKE ME A BETTER PARENT.

TEACH ME TO UNDERSTAND MY CHILDREN, TO LISTEN PATIENTLY TO WHAT THEY
HAVE TO SAY, AND ANSWER ALL THEIR QUESTIONS KINDLY.

MAKE ME COURAGEOUS TO THEM AS I WOULD HAVE THEM BE TO ME.

FORBID THAT I SHOULD EVER LAUGH AT THEIR MISTAKES, OR RESORT TO SHAME OR
RIDICULE WHEN THEY DISPLEASE ME.

GUIDE ME HOUR BY HOUR THAT I MAY DEMONSTRATE BY ALL I SAY AND DO THAT
HONESTY PRODUCES HAPPINESS.

WHEN I AM OUT OF SORTS, HELP ME, LORD, TO HOLD MY TONGUE.

MAY I EVER BE MINDFUL THAT MY CHILDREN ARE CHILDREN AND I SHOULD NOT
EXPECT OF THEM THE JUDGMENT OF ADULTS.

LET ME NOT ROB THEM OF THE OPPORTUNITY TO WAIT ON THEMSELVES AND TO MAKE
DECISIONS.

BLESS ME WITH THE WISDOM TO GRANT THEM ALL THEIR REASONABLE REQUESTS AND
THE COURAGE TO DENY THEM PRIVILEGES I KNOW WILL DO THEM HARM.

MAKE ME FAIR AND JUST AND KIND.

AND FIT ME, O LORD, TO BE LOVED AND RESPECTED AND IMITATED BY MY CHILDREN.

IN JESUS' NAME. AMEN