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# St. John Eudes School

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

## **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 embraces the mission of Saint Paula Montal, teaching and inspiring students to be life-long learners who live their faith and grow in their personal, moral, social, spiritual and academic development.

## **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.

## **ADMISSIONS POLICY**

### **GUIDELINES FOR ADMISSION**

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

### **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.

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.

## **INCLUSION PROCEDURES**

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

## **CURRICULUM**

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.

## **SCHOOLWIDE LEARNING EXPECTATIONS (SLEs)**

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

# SCHOOL ORGANIZATION AND PERSONNEL

## ADMINISTRATION

Pastor	Msgr. Peter Nugent
Principal	Mrs. Barbara Danowitz
Vice-Principal	Mrs. Dona Marie Thies
Assistant Vice-Principal	Ms. Catherine Stula

## FACULTY

### **ELEMENTARY/MIDDLE SCHOOL**

Kindergarten:	Mrs. Allison Hubbs
Grade One:	Ms. Sylvia Casillas
Grade Two:	Mrs. Venice Rice
Grade Three:	Mrs. Eileen Balme
Grade Four:	Sr. Encarnación Alvarez
Grade Five:	Mrs. Joyce Popelar
Elementary Science:	Mrs. Angeline King
Physical Education:	Mr. Sergio Gonzalez

### **JUNIOR HIGH**

#### Grade Six:

Homeroom/Religion	Mrs. Tiffany Pascali
Computers	Mrs. Sheryl Reyes
Earth Science	Mrs. Tiffany Pascali
Literature	Mrs. Tiffany Pascali
Mathematics	Mrs. Lizette Strom
Music:	Mr. Richard Medrano
Physical Education	Mr. Sergio Gonzalez
Writing/Grammar	Mrs. Tiffany Pascali
Social Studies/Fine Arts	Ms. Catherine Stula
Spanish	Sr. Georgina Gutierrez

#### Grade Seven:

Homeroom	Mrs. Dona Marie Thies
Religion	Sr. Georgina Gutierrez
Computers	Mrs. Sheryl Reyes
Life Science	Mrs. Tiffany Pascali
Literature/Lang. Arts	Mrs. Dona Marie Thies
Music	Mr. Richard Medrano
Physical Education	Mr. Sergio Gonzalez
Pre-Algebra	Mrs. Lizette Strom
Social studies/Fine Arts	Ms. Catherine Stula
Spanish	Sr. Georgina Gutierrez

#### Grade 8:

Homeroom/Religion	Ms. Catherine Stula
Social Studies/Fine Arts	Ms. Catherine Stula
Algebra	Mrs. Lizette Strom
Computers	Mrs. Sheryl Reyes
Literature/Lang. Arts	Mrs. Dona Marie Thies
Music	Mr. Richard Medrano

Physical Education	Mr. Sergio Gonzalez
Physical Science	Mrs. Tiffany Pascali
Spanish	Sr. Georgina Gutierrez

**AUXILIARY**

K-8 Computers	Mrs. Sheryl Reyes
K-8 PE	Mr. Sergio Gonzalez
1-5 Science	Mrs. Angeline King
K-8 Music	Mr. Richard Medrano
Religion Coordinator	Sr. Georgina Gutierrez

**STAFF**

Administrative Assistant	Mrs. Jie Prospero
Bookkeeper:	Mrs. Terese Crow <a href="mailto:tcrow@school.stjohnneudes.org">tcrow@school.stjohnneudes.org</a> 818 341-3864
Secretary:	Ms. Lauren Davies
School Counselors:	Outreach Concern, Inc.
Library:	Ms. Traci Banks
Classroom Aides:	Mrs. Ana Tenorio Mrs. Esperanza Martin Sr. Guadalupe
Boys Coach:	Mr. Sergio Gonzalez
Girls Coach:	Ms. Lauren Davies
Tutoring Coordinator:	Mr. John Chady
Extended Day Care:	Ms. Traci Banks, EDC Coordinator Mrs. Bonnie Andazola Mr. George Dizon Mrs. Ana Tenorio
Plant Maintenance:	Mr. Helio Aleman

**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 (After 7:55 a.m. tardy slip required)
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)
<b>3:05</b> 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:** The school will provide pre-purchased lunches Monday, Tuesday, Wednesday and Thursdays for a fee. All hot lunches must be pre ordered and pre-paid by check payable to St. John Eudes School. Orders are found online with a deadline date.

**Drinks:** Bottled water, low-fat milk, low-fat chocolate milk and orange juice will be available at lunch time starting the first 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.

## COMMUNICATION

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 15<sup>th</sup> 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:

1. Call the teacher *first*.
2. If the situation is not resolved, parents should call the principal, Mrs. Barbara Danowitz.

**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.stjohneudes.org](http://www.school.stjohneudes.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.

**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.

## **ARCHDIOCESE OF LOS ANGELES "ZERO TOLERANCE POLICY"**

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/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 members of the Archdiocese of Los Angeles community, we want to assure that we are in compliance with both Megan's Law and our "Zero Tolerance Policy."

## **SAFE ENVIRONMENT TRAINING FOR CHILDREN AND YOUTH**

Each school and religious education program must establish an ongoing safe environment training program for the children at its site. Home-based materials must be provided to all parents to help them understand and support their children's education regarding child sexual abuse. The approved programs include **Good-Touch/Bad-Touch® and VIRTUS® Teaching Touching Safety (Mandated September 1, 2006)**.

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

## **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/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 these requirements.

# **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 this Code of Conduct form to verify that they understand their obligations.

## **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 anytime 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/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/her parent or guardian.

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

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

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

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

Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

## **PARENT/STUDENT COMPLAINT REVIEW PROCESS**

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

### **School Level**

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

### **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.

## ATTENDANCE PROCEDURE

### ABSENCES 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.

Work missed due to illness will be given to the student upon his/her return to school. Please do **NOT** call the office for homework assignments or for books. The student has as many days as the absence to turn in missed work to the teacher. (Ex.: 2 missed days = 2 days given to complete work and turn in to teacher.)

### 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.

### 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 work missed must be made up and returned with the student corrected by the parent.

## WORK PERMITS

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

The minor/student, after obtaining a promise of employment, must obtain a "Statement of Intent to Employ Minor and Request for Work Permit". The minor, the employer and the parent/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/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" is the Superintendent of the local public school or those persons authorized in writing by the Superintendent to issue the permit.

A copy of the signed work permit must be kept in the student's file.

## 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.

**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.

### **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.

## **PRIVACY AND ACCESS TO RECORDS**

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents/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.

### **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.

## **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.

## **Verbal/Written Confidences**

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

## **TRANSFER OF RECORDS**

### **Student Transfers and Graduation**

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

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

Official transcripts or evaluations requested by a pediatrician or educational psychologist are not given to students or parents. All are mailed directly from school to school or school to evaluator/pediatrician.

## **Damaged or Loaned Property**

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/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.

## **STUDENT INSURANCE**

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

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

### **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.

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 Service:

SJE Carnival, Vacation Bible School Counselor, Parish Hospitality, Organizations that focus on helping the poor-(ex. FISH, MEND St. Vincent De Paul). Guide Dogs of America, Veteran's Day ceremony in Chatsworth, Nursing homes or senior citizen centers.

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

## CURRICULUM OFFERINGS

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

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 6-8 are strongly encouraged to have a laptop.

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.

## **HOMWORK**

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.

## **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 drivers MUST have enough seatbelts and the office must have a copy of their driver's license and proof of insurance.

## **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.

## **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.

## **COUNSELING POLICY**

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

Schools 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/guardian's expense. St. John Eudes School retains the services of Outreach Concern, Inc.

In cases of actual or suspected child abuse 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. 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.

## **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)

## **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.

## 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 incoming 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.**

**SCHOLARSHIPS AND AWARDS**

These are some 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 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> 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 8<sup>th</sup> 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.

## **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 Progress Report
2. No more than three S's in Effort/Conduct on Progress Report
3. No discipline referrals
4. Letter of Recommendation from a teacher
5. Good attendance

**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 Nls 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 Mondays through Thursday except on the days of games. There is a **per sport fee of \$40 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.**

### **SCHOOL CHOIR**

Students in Grades 5-8 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
- CHILDREN'S DRAMA AND LECTOR GROUP
- SWIM TEAM
- ALTAR SERVERS - Students in grades 5-8 are eligible.
- BOYS AND GIRLS SCOUT TROOPS

### **GENERAL DIRECTIVES**

**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 fads, coloring, rinses, color weaving/highlights, etc.)

The boys are required to have a traditional haircut, off their face, ears and collar, and combed at all times. 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 polishable leather low top sneaker/oxford; black shoes are to be worn with black slacks. No canvas or suede

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 canvas, suede, 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** – Folded down full white crew (no tube socks, low ankle socks, sports socks or knee highs)

**Pants** - 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; ONLY Grades 6 to 8 have an option of Dennis uniform black twill. No chords

**Belts**-black belts must be worn at all times

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

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

**Sweatshirt** - Dennis Uniform crew neck sweatshirt with “SJE” logo No former eagle logo allowed. NO HOODED SWEATSHIRTS-they are no longer part of the uniform

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

### **GIRLS' UNIFORMS:**

**Shoes** – Dennis Uniform type shoes: **SOLID - ALL BLACK** polishable leather low top sneaker/Maryjane with Velcro - No canvas or suede

Optional: Dennis style **SOLID - ALL WHITE** polishable leather 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 canvas, suede, 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 with 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 spirit polo shirt with SJE logo (P.E. T-shirts are not allowed as school uniforms)

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

**Sweatshirt** - Dennis Uniform crew neck sweatshirt with "SJE" logo No former eagle logo allowed. NO HOODED SWEATSHIRTS-they are no longer part of the uniform

**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.

**Dennis Uniform red/black nylon jacket with SJE logo or black fleece pullover jacket with SJE 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 K-5; black optional 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](http://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. Girls must wear socks, tights or nylons. 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 messages or skulls and bones.

**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.

## SCHOOL RULES

**BEHAVIOR POLICY/DISCIPLINE:** Discipline 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.

**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.

**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.

### **CONDITIONS OF SUSPENSION**

- Any of the reasons listed for expulsion where mitigating circumstances exist may be adequate cause for suspension of a student:
- No student shall be suspended from an elementary school for more than two consecutive weeks.
- Notice of suspension must be given to the parents/guardians by telephone or in a conference.
- The principal shall schedule a conference with the suspended student's parents/guardians to discuss matters pertinent to the suspension especially the means by which the parents/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/her own authority suspend a student.

**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.**

### **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 or harassing 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 Communications Policy policies and guidelines.
- Inappropriate conduct or behavior unbecoming a student in a Catholic school.

### **Procedure for Expulsion**

When the reasons for expulsion are purely disciplinary, i.e., when serious moral reasons are not involved, the following steps must be taken:

- A conference must be held with the parents/guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless there is immediate improvement in behavior. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion.
- If there is no improvement in behavior, the final decision will be announced at a second conference attended by the principal, teacher, and parents/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/her own authority expel a student.
- Full credit will be given for all work accomplished by the student up to the moment of expulsion.

### **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 the initial parent-principal conference is dispensed with.
- The procedure involving cases of grave offenses should be 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/guardians.

### **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.

### **Reporting of Expulsions**

- All expulsions even if they occur at the end of the year, are to be reported by telephone to the elementary supervisor at the Department of Catholic Schools within twenty-four hours. The written report, Notice of Dismissal, should be mailed promptly to the elementary supervisor.
- The attendance office of the local public school district shall be notified immediately of expulsions. A copy of the *Cumulative Student Record* should be held until requested.

### **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.

### **HARASSMENT, BULLYING AND HAZING POLICY**

St. John Eudes 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. This policy shall be communicated clearly to faculty, staff, volunteers, parents/guardians, and students.

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 based upon a legally protected class, such as race, sex, ethnic origin or religion. 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.

**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 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 or on Web sites.
- Using someone else's user name to spread rumors or lies about someone.

It is the responsibility of the school to:

- Establish practices and provide staff development training and age-appropriate information for students, designed to create a school environment free from discrimination, intimidation or harassment.
- Make all faculty, staff, students, parents/guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement
- Remain watchful for conditions that create or may lead to a hostile offensive school environment.

It is the student's responsibility to:

- Conduct himself or herself in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing.
- If possible, inform the other person(s) that the behavior is offensive and unwelcome.
- Report 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 thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

### **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/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.

### **SCHOOL SEARCHES**

A student's 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. Whenever a school principal conducts a search of a student's person or personal effects, an adult witness should be present.

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/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/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 trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a warrantless search of the student's locker, car or his/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.

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.

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!

***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.*)

<p><b><i>New Students:</i></b> 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 <i>Interim Progress</i> 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.</p>
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**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 on the porch.
- 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.

## **ELECTRONIC COMMUNICATIONS POLICY**

### **1. Systems, Devices and Materials**

- **Electronic communications systems** include, but are not limited to, electronic mail, voice mail, facsimile machines, stand-alone or networked computers, intranets, the Internet/World Wide Web 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, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods, MP3 players, Blackberries, and other wireless equipment.
- **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, e-mails, text

messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded, or otherwise accessed or stored content.

2. **Electronic Communications Systems, Devices and Materials and Users Covered**

- All electronic communications systems, devices and materials whether in a parish, school, or archdiocesan department or office;
- All electronic communications devices and materials taken from parish, school or archdiocesan office for use at home or on the road;
- All personal devices and materials brought from home and used on parish, school or archdiocesan premises during regular business hours;
- All personal devices and materials, regardless of location, that are used in such a manner that the parish, school or archdiocese may be implicated in their use.
- All users of electronic communications systems, devices and materials, including, but not limited to, students, employees, staff, contractors, volunteers, clergy and religious, and their families.

3. **Ownership and Control of Communications**

- All systems, devices and materials located in a parish, a school or an archdiocesan office, and all work performed on them, are property of the parish, school or archdiocese. These systems, devices and materials are to be used primarily to conduct official parish, school or archdiocesan business, not personal business.
- With permission from the pastor, principal or other person in charge, 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.
- Parish, school and archdiocesan systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are designed to protect confidential information, 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 pastor, principal or other person in charge at the parish, school or archdiocesan department.

- Minors may only access the Internet from devices with updated and functioning filters for prohibited content. All obscene materials, child pornography or materials that are otherwise harmful to minors or in violation of this electronic communications policy must be blocked. Before allowing minors to access the Internet, a responsible person must ensure that content filters are "ON."
- 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 parish or school.
- All files downloaded from the Internet, all computer disks received from outside sources, and all content uploaded from portable memory devices must be scanned with updated/current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge at the parish, school or archdiocesan department.
- Parishes, schools and the archdiocese reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on parish, school or archdiocesan systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

4. **Guidelines for E-mail correspondence and other electronic communications**

- All users of parish, school or archdiocesan communications systems and devices should use care in creating e-mail, text, instant or voice mail messages. Even when a message has been deleted, it may still exist on a backup system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of e-mail and text messages are the same as other written documentation and cannot be considered private or confidential.
- E-mail and other electronic communications are not necessarily secure.
- As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- Postings to "All Employees," "All Parents" "All Parishioners" and the like on intranets or the Internet or the World Wide Web **must be approved** by the pastor, principal or other person in charge at the parish, school or archdiocesan department before they are sent out.

- Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.

5. **Prohibited Practices:**

Users of parish, school or archdiocesan electronic communication systems, devices or materials **and** users of personal devices and materials on parish, school or archdiocesan premises, during normal business hours or under circumstances when the parish, school or archdiocese may become implicated in the use, may not:

- Violate any federal, state or local laws, regulations, rules of conduct, codes of ethics, safe environment or any educational rules.
- Post or distribute personal contact 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 contact information includes names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLS) of social networking sites or blogs.
- Post or distribute communications 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.
- Engage in improper fraternizing or socializing between adults and minors. Minors may not agree to meet someone they have met online without their parents' approval and the presence of a parent at any meeting.
- Engage in pirating or unauthorized distribution (such as "podcasting") of copyrighted materials, music or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
- Post chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages); repost a message that was sent privately without permission of the person who sent the message.
- Record any telephone or other conversation without the express permission of the other participants to the conversation except where allowed by law.

- Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless explicitly required by the duties of the job or assignment;
- Upload, download, view or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information or materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. If in doubt, consult the pastor, principal or other person in charge.
- Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files.
- Give unauthorized persons access to parish, school or archdiocesan 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).
- Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible person.
- Introduce a virus, attempt to breach system security or tamper with a system.
- Alter, without authorization, a start up screen or the desktop, or install applications that will subvert these functions.
- Allow any minor to access the Internet on school communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- 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.

#### **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, or other appropriate disciplinary action.

#### **7 Local policies for parishes and schools**

Parishes and schools should create their own policies addressing the use of electronic communications devices in classrooms or other

parish or school-related settings to suit their local needs. Such policies may not deviate from this Electronic Communications Policy in any material way. Parishes and schools should incorporate paragraphs 1 through 6 of this policy in parish and parent/student handbooks in addition to local policies. The parish and school created policies should address:

- where students and staff may use electronic communications devices;
- when electronic communications devices may be used;
- where such devices will be stored when they are not in use (backpack, locker, elsewhere);
- extent to which the parish and school will communicate through email and the reasonable amount of time within which responses may be expected;
- appropriate language for email response to email or text messages that raise questions or concerns

*Sample:* "Thank you for sharing your concern/question with us. Because of the informal and insecure nature of electronic messaging and our inability to confirm who the senders and intended recipients of the messages are, we suggest you contact the parish or school by telephone or by regular mailed correspondence."

- consequences that will result if the parish or school policy is not followed

## **CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS**

The student's interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their children.

It shall be an express condition of enrollment that the student behaves in a manner, both **on and off campus** that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to any policies, principles or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

- Parents/guardians are expected to work ***courteously*** and ***cooperatively*** with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/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 and divisive.
- These expectations for students and parents/guardians 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 and/or without an intermediate step short of withdrawal.

## **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.

## **ACTIONS/ATTITUDES OF PARENTS/GUARDIANS**

Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.

Any parent/guardian, or other family member who upbraids, insults, or abuses the principal or any teacher of the school is risking their child(ren)'s continuation in the school.

Any parent/guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.

## **RECOMMENDED TRANSFER RESULTING FROM PARENTAL ATTITUDE**

Under normal circumstances, a student is not to be deprived of a Catholic education on grounds relating to the actions/attitudes of parents/guardians; it

is recognized however, that a situation could arise in which the uncooperative or disruptive attitude of parents/guardians might so diminish the effectiveness of the education process that continuation of the student in the school may be impossible.

In such a case, it is imperative that the opinion of the principal regarding the practical impossibility be sustained from a pastoral point of view by the pastor. The regulations governing recommended transfer would then be applicable.

## **COMPLAINT REVIEW PROCESS FOR PARISH SCHOOL PARENTS AND STUDENTS IN THE ARCHDIOCESE OF LOS ANGELES**

### **INTRODUCTION**

Concern for the dignity and rights of each person is intrinsic to the church's mission as a true witness to the spirit of the Gospel. The Archdiocesan Complaint Review process offers assistance in those situations where schools and various persons come into conflict and reconciliation at the local level has been impeded.

### **PURPOSE**

The purpose of the Complaint Review process is to provide a structure for bringing about resolution and reconciliation. This is done in an atmosphere of mutual understanding with respect for the dignity and worth of all parties. Because the desired result is reconciliation, legal representation is not permitted at any stage of the Complaint Review Process.

Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

### **PERSONAL CONDUCT**

All those participating in the complaint review process are responsible to strive towards reconciliation and act in good faith.

### **DEFINITIONS**

The person referred to as the responsible official in the process is the person designated by the Archdiocese to coordinate the efforts to comply with, and carry out, its responsibility, ordinarily the principal of the school and/or the pastor.

### **PROCESS**

The person bringing the complaint is encouraged to try to resolve the complaint by discussing it frankly with the responsible official and/or the persons directly involved. The responsible official reviews the facts presented and facilitates a thorough discussion of the problem.

The goal is to achieve a just resolution of the problem and reconciliation among all persons concerned. The responsible official orally responds to the

complaint and provides the person bringing the complaint with a written summary of the response.

If the complaint is not able to be resolved at the school/parish level, the person bringing the complaint states it in writing and the specific resolution sought. Copies of this written complaint are sent to the responsible official and the Elementary Supervisor at the Department of Catholic Schools. The elementary supervisor will review the complaint in a timely fashion and will attempt to act as a mediator to bring about mutual agreement between the person bringing the complaint and other parties.

However, if no agreement can be reached, the elementary supervisor makes a determination concerning the resolution of the complaint, based on the application of archdiocesan and school policies and/or regulations. The elementary supervisor will then communicate the final determination in writing to all parties. There is no appeal beyond the elementary supervisor.

## **PUPIL PREGNANCY**

A primary purpose of Catholic Education is to guide our students' growth in Christian values and moral conduct. It stresses that the body is the temple of the Holy Spirit and that the sanctity of family life is enhanced through a fulfillment of God's plan as expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values.

However, when pregnancy occurs outside of marriage, the total school community should seek to offer support to a pregnant student and/or the student father so that the pregnancy can be brought to term. The reality of the situation, in all its dimensions, is to be treated in a Christian manner.

Elementary students involved with pregnancy have changed their status and thus some of their obligations, responsibilities, and priorities. They have accepted the responsibility of bringing a new human life into the world. Such responsibility necessitates a change in status.

In order to insure the best interest of the elementary student(s), parents/guardians, and the school community, the following guidelines will be implemented:

- When school personnel learn of a pregnancy by whatever means, the principal must meet with the girl and her parents/guardians. The student is encouraged to begin appropriate professional counseling consistent with Catholic teaching to assist with circumstances of the pregnancy and with making choices for the future of both parents and the newborn child. Additionally, the girl will be referred to her pastor for advice and counseling.
- If the father is identified, and if he is a student in a Catholic school, the principal of that school must meet with him and his

parents/guardians and require that he be involved in a counseling program similar to that provided the mother. Also, he will be referred to his pastor for advice and counseling.

- The school should assist the pregnant student to make arrangements for continuing her education by referring the student to an alternate program.
- The principal in consultation with the Superintendent and the pastor, shall review all aspects of each case and make a determination based upon its unique circumstances as to the date when the girl is to leave the school.

## **ABORTION**

The teaching of the Catholic Church is clear regarding the inviolable right to life of all human beings, the reverence and respect owed to each person including those conceived and not yet born, and the morally indefensible procurement of abortion.

Abortion which disregards innocent human life is incompatible with and contradictory to the fundamental teachings of the Church, the mission of the Catholic school, and the values that ought to permeate Catholic education.

Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion, or influence or coerce another person to have an abortion. Moreover, given the already existing network of prenatal programs and pregnancy counseling available in the Archdiocese of Los Angeles, there is no acceptable reason why any student should be coerced into having an abortion.

Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be dismissed from school. Furthermore, if any student's parent/guardian coerces and/or assists in the procurement of an abortion for his or her daughter or any other student, that parent/guardian's son or daughter may also be dismissed.

## **CHILD ABUSE OR CHILD NEGLECT**

### **DEFINITION**

Child abuse or neglect is any act or omission that endangers or impairs a child's physical or emotional health and/or development. This includes:

- Physical abuse and/or corporal punishment
- Emotional abuse and/or deprivation
- Physical neglect and/or inadequate supervision
- Sexual abuse and/or exploitation

## **LEGAL RESPONSIBILITY TO REPORT SUSPECTED CHILD ABUSE/NEGLECT IMMEDIATELY**

The California Penal Code requires that any employee of the school who knows or reasonably suspects that a child has been a victim of child abuse or neglect must report the incident to child protective agency immediately by phone.

PENAL CODE SECTIONS 11166 AND 11168

### **1. Reporting Responsibilities**

No child care custodian or health practitioner reporting a suspected instance of child abuse shall be civilly or criminally liable for any report required or authorized by this article (California Penal Code Article 2.5). Any other person reporting a suspected instance of child abuse shall not incur civil or criminal liability as a result of any report by this section.

### **2. Definitions**

Child care custodian means teacher, administrative officer, supervisor of child welfare and attendance or certified pupil personnel employee of any public or private school; an administrative office of a public or private day camp, an administrator, or an employee of a community care facility licensed to care.

## **RECOMMENDED TRANSFER FOR NON-DISCIPLINARY REASONS**

Students may be advised to transfer for grounds other than class or school discipline (e.g. academics, special needs).

The following procedure is followed for transferring students whose needs cannot be met by the school:

- It has been determined that other schools or agencies have better resources to assist the student.
- Ongoing conferencing with the parents regarding the needs of the student and alternative options have taken place.
- The principal in consultation with the pastor, makes the final decision regarding the need for transfer.

## **EXTENDED DAYCARE 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 8<sup>th</sup> 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 2009-2010

### BASIC SERVICES

The monthly fee for basic services for 2008-2009 shall be due on the first of each month and a **late payment fee of \$25** will be applied after the **5<sup>th</sup> of the month**. The rates for basic services per month are as follows:

### EXTENDED DAY CARE

2009 – 2010 Tuition

	<u>1 child</u>	<u>2 children</u>	<u>3 children</u>
<b>Monday to Friday (A.M. only)</b>			
Sept. to Nov.	\$65/mo.	\$80/mo.	\$100/mo.
December only	\$40	\$55	\$75
Jan. to May	\$65/mo.	\$80/mo.	\$100/mo.
June only	\$40	\$55	\$75
<b>Monday to Friday (P.M. only)</b>			
Sept. to Nov.	\$175/mo.	\$200/mo.	\$230/mo.
December only	\$100	\$125	\$160
Jan. to May	\$175/mo.	\$200/mo.	\$230/mo.
June only	\$100	\$125	\$160
<b>Minimum Day (Friday/Shortened Day)</b>			
Sept. to Nov.	\$55/mo.	\$80/mo.	\$100/mo.
December only	\$30	\$55	\$75
Jan. to May	\$55/mo.	\$80/mo.	\$100/mo.
June only	\$30	\$55	\$75
<b>Non-Refundable Registration Fee</b>	\$45/child		
<b>Drop-In Rates</b>			
Morning Drop-In	\$8/child		
Afternoon Drop-In	\$10/hour or any part of the hour per child		
<b>Late Payment Fee</b>	\$25		
<b>Late Pick-Up Fee</b>	\$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 2009-2010**

Parents/Guardian shall pay a non-refundable annual registration fee of \$45 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 \$45 per child will be due when the child returns to the Extended Day Care Program.

## **EDCP "DROP- IN" RATES 2009-2010**

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 2009-2010**

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 2009-2010**

Payments for the program may be made by check or money order payable to St. John Eudes School, or cash. 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 Social Hall 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 the Social Hall. Students in Grades 1-8 may be released immediately from class to go to the Social 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 the Old Parish 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 at the Lassen St. parking lot and sign out their child(ren) at the Old Parish 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

## **EMERGENCY PROCEDURES**

### **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 and 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 and 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 an emergency bag. 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.

## HEALTH

### 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.**

### 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.

### COUNSELING

There will be an on campus school counselor from Outreach Concern, Inc. Monday through Thursday from 8am to 3:30pm. 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.

## **IMMUNIZATION**

Students admitted to school must have been immunized against poliomyelitis, rubella, roseola, diphtheria, tetanus, pertussis, hepatitis B, and chicken pox according to the state health law. Immunization is not required if a parent presents a letter stating this is contrary to his/her beliefs or presents a written statement of a physician to the effect that immunization is not considered safe or reasonably beneficial to the child.

The TB test is also required for all new students and recommended for all because tuberculosis has always been a problem in the San Fernando Valley. This is available at the County Health Center in Canoga Park.

Students entering grade 5 are encouraged to have a physical examination which includes scoliosis screening.

*\*\* 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.*

## **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.

## **LICE**

Students found to have evidence of lice are *immediately* removed from the classroom and sent home. The school has adopted 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.)

## **HIV/AIDS POLICY**

### **GENERAL PRINCIPLES**

The Archdiocese of Los Angeles has accepted the United States Bishops' statement, the Many Faces of AIDS: A Gospel Response, as adapted for use within the archdiocese. This document states that:

Infection with HIV in and of itself should not be a reason to exclude students from any Catholic elementary or secondary school, religious education program or institution of higher learning. However, alternate educational and

catechetical arrangements may be made for infected students whose behavior has been shown to be danger for others.

HIV/AIDS is not spread by casual, everyday contact. Therefore, barring special circumstances, students who are infected with HIV will be admitted to our elementary and secondary schools.

Usually, these students are entitled to all rights and services accorded to other students. Decisions about any changes in the educational program of a student who is infected with HIV shall be made on a case-by-case basis. Each situation will be analyzed and responded to as required by its particular facts. Any decision will take into account Christian concern and compassion, community health and well being, and individual privacy and needs.

The schools will undertake an educational effort to inform staff, students, and parents about Acquired Immune Deficiency Syndrome (AIDS). This educational effort will inform persons concerning the nature of HIV infection, including how it is contracted and how it is spread, according to current scientific evidence, school policies and procedures related to students with diseases such as HIV infection, resources for obtaining additional information or assistance, and procedures to prevent spread of all communicable diseases at the school.

## **EVALUATING STUDENTS WHO ARE INFECTED WITH HIV AND/OR HAVE AN AIDS DIAGNOSIS**

HIV infection is not transmitted casually; therefore, it is not in itself a reason to remove a student from the school. If the principal is not notified that a student is infected with HIV, the principal will determine whether a student infected with HIV has a secondary infection, such as tuberculosis, that constitutes a recognized risk of transmission in the school setting.

This is a medical question, and the principal will answer it by consulting with the infected student's physician, a qualified public health official who is responsible for such determinations, and the infected student's parents/guardians. The principal will also determine whether or not the student's behavior could be a danger to others. This group will also discuss ways that the school may help anticipate and meet the needs of the infected student.

If the student's behavior poses no danger and there is no secondary infection that constitutes a medically recognized risk of transmission in the school setting, the principal will not alter the educational program of the infected student. However, the principal will periodically review the circumstances of the case to see whether or not the situation has changed sufficiently to warrant a re-examination of the decision.

If the student's behavior poses a danger to others, or there is a secondary infection that constitutes a medically recognized risk of transmission in the school setting, the principal will consult with the physician, public health official and the infected student's parents/guardians.

Other persons may be consulted if this is essential for gaining additional information, but the parents/guardians of the infected student must approve the notification of any additional persons who would know the identity of the infected person (Chapter 1.11 and 199.20 of the California Health and Safety Code).

When the Principal makes a decision about the specific case, the parent/guardian of the infected student may appeal the decision to the pastor in the parish/school setting.

All those involved will observe the utmost confidentiality throughout this process.

### **STUDENTS INFECTED WITH HIV**

The Archdiocese of Los Angeles reserves the right to revise these guidelines at any time for any reason, including, but not limited to changing medical knowledge, legislation and law.

### **INFORMING PERSONS OF THE IDENTITIIY OF A STUDENT WITH HIV/AIDS**

The people who know the identity of a student with HIV/AIDS are those who will, with the infected student's parents/guardians, determine whether the student has a secondary infection that constitutes a medically recognized risk of transmission in the school setting. They are the principal, the personal physician, the infected student, and a public health official.

Other persons may not know the name of the infected student without the written consent of the infected student's parents/guardians. Additional persons may be notified if the decision-makers feel that it is essential to protect the health of the infected student, or if additional persons are needed to periodically evaluate or monitor the situation. Written consent for notifying these additional persons must be given by the infected student's parents/guardians.

### **KEEPING RECORDS**

All persons shall treat all information as highly confidential. No information shall be divulged directly or indirectly, to any other individuals or groups. All medical information and written documentation such as, notes, telephone conversations, proceedings and meetings shall be kept, by the principal in a locked file.

The infected student's parents/guardians shall be advised that this file, containing only information relevant to the HIV/AIDS infection, is being kept separately from the student's other records. Access to this file will be granted only to those persons who have written consent of the infected student's parents/guardians. To further protect confidentiality, names will not be used in documents except where it is essential.

## **INFECTION CONTROL**

The school shall follow the guidelines established by the United States Center for Disease Control for the prevention of the spread of HIV.

### **HIV PREVENTION GUIDELINES**

- Staff and children wash their hands carefully and frequently.
- Soiled clothing from all children should be placed in a sealed plastic bag to be sent home and washed with detergent, bleach, and hot water, as that will kill or reduce HIV infection
- Use of disposable gloves is required for the cleaning of a bleeding injury.
- Hands are washed immediately with soap and water if there is blood contact.
- Washing off areas where blood, urine, feces, etc., have spilled should be done with one cup of household bleach diluted in one-half gallon of hot water.
- When changing wet or soiled clothing, staff should pay particular attention to hand washing; if soiled clothing contains blood, staff should wear disposable gloves.
- Housekeeping personnel need to be instructed to provide for careful disposal of bloodied material.

### **PENALTY BY LAW**

Any person whose willful or negligent disclosure of the results of an HIV test results in economic, bodily or psychological harm to the affected student is guilty of a misdemeanor and can be imprisoned and/or fined up to \$10,000 for each disclosure.

Current law further provides for a civil penalty of up to \$5,000 for each willful disclosure of a person's test results, and \$1,000 for each negligent disclosure (Chapter 1.11 of California Health and Safety Code). Any violation of confidentiality by a school employee will be referred to a special committee composed of the principal, the pastor, the elementary supervisor, and the superintendent of Elementary Schools.

Any school employee who becomes aware of a breach of confidentiality must report that immediately to the principal and, in turn, maintain confidentiality.

### **POSITION OF THE ARCHDIOCESE**

It is the position of the Archdiocese that any person, whether employed by the Archdiocese or not, who breaches confidentiality in any way regarding the disclosure of the name of a student who is HIV infected, shall be liable, as an individual, for this breach and individually responsible for any penalties that might be levied. The school will not provide any defense or liability coverage for any acts that are in contravention to these confidentiality laws mandated by the State of California.

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

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

## **ACCEPTANCE**

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

## **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 2009-2010 is \$185 per child for returning students (gr. 1-8) or \$220 per child (K) and new students. This includes insurance, testing, and incidental supplies. A fee of \$190 per student includes: technology fee, book fee, activity fee and disaster/earthquake fee. There is an additional \$195 Graduation fee for 8<sup>th</sup> Grade students. Each family is also charged a \$70 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 2009-2010

Kindergarten      \$4884

Grades 1-8	Standard	11 Mo./ 12Mo.	Discount***	11Mo./ 12 Mo.
One Student	\$ 4884	\$444/\$407	\$4186	\$381/\$349
Two Students	\$ 9654	\$878/\$805	\$6897	\$627/\$575
Three Students	\$14424	\$1312/\$1202	\$9215	\$838/\$768
Four Students	\$19190	\$1745/\$1600	\$10973	\$998/\$915

\*\*\*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 - August 1 and February 1.

### FINANCIAL AID

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

### FUNDRAISING COMMITMENT

Each family is responsible for raising **\$550** per year (**which is budgeted into the school budget**) through the following annual fundraisers: *Jog-a-thon and Spring PTSO Fundraiser*. Fundraisers are twofold: First, they develop fellowship and community among school families. Secondly, the monies they generate help to fund the educational program at the school. This commitment is a **required** part of the Parent Agreement. The monies generated by this commitment help offset the increasing cost of education. Fundraising commitment is not negotiable! Fundraising commitment must be submitted no later than May 28, 2010.

### REQUIRED FAMILY SERVICE HOURS

There are many ways that parents can enrich the school program by offering their time and talents: Room Parents, Chairpersons, EDC, Hot Lunch Helpers, Teacher's Aides, Yard Duty Supervisors, Drivers, Bakers, PTSO activities, Handymen Helpers, and Parish Ministries etc. **It is the parent's responsibility to keep track of their hours by making sure the chairperson(s) have signed their hours into the red service binder. All service hours must be completed by May 18, 2009 and submitted no later than May 28, 2010.** 20 hours of service in the parish may be credited towards the 40 service hour requirement for the school.

The 40 Service Hours are a **Mandatory** Support Program with five optional plans for meeting the requirement:

- 1) 40 Service Hours (\$20 for each hour not fulfilled by May 23 )
- 2) Purchase \$4400 Scrip per year . E-scrip is also available. E-Scrip \$220=1 Service hour
- 3) Combine Service Hours with purchase of Paper Scrip/Ralph's at the rate of \$120=1service hour
- 4) Make a minimum contribution of \$800 to the School Endowment Fund
- 5) Pay a "Support Fee" of \$800

The Service/ Support or Contribution/ Fee must be met by May 29, 2009.

**(Note: Service hours are not negotiable!)**

**Note: No personal checks will be accepted after May 28, 2010. Any outstanding fees must be in the form of cash or cashier's check.**

## 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.

### 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.

## **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.

## **BIRTHDAYS**

Individual birthdays are not celebrated at school. 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-are not allowed at school.

## **CONSULTATIVE SCHOOL BOARDS AND PARENT ORGANIZATIONS**

It is expected that each Catholic elementary school will establish a Parent Teacher Organization and a Consultative School Board. Both groups exist to support the school and are critical to the school's viability, but they have very different functions.

### **PARENT ORGANIZATIONS**

The main functions of the 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.

Financial operation of a parent teacher organization shall be governed by the regulations for financial operations as found in the Parent Teacher Organization Bylaws. S. 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 08'-09' 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:	Tess Francisco
Vice President:	Jazz Yuhico
Treasurer:	Mary Milkovich
Secretary:	Fred Perez
Fundraising:	Melissa Reyes
Standing Officer:	Jill Stewart
Teacher Representative:	Mrs. Allison Hubbs
Ex-Officio Members:	Msgr. Peter Nugent & Mrs. Barbara Danowitz

## **CONSULTATIVE SCHOOL BOARDS**

The general responsibilities of the Consultative School Board 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 board's goals and activities.

The membership of the Consultative School Board 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).

### St. John Eudes School 2009-2010 Consultative School Board:

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

### School Board Members:

Rick Crandall  
Chad Rach  
Angele Rouselle  
Jill Stewart – PTSO Liaison  
Oscar Urettia  
Jenny Zoller

## **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: Christine Davi, Kathy Mills and Bonnie Andozola

## 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 bigness 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

## **HANDBOOK ADDENDUM (02/22/2010)**

NEW SECTION:

### **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.

### **ADDITION TO FUNDRAISING COMMITMENT**

In our fundraising, when prizes awarded are over \$600, we have our bookkeeping service prepare and submit IRS forms W2G and 1096. A copy of the W2G is given to the prize winner and a copy, along with a 1096 transmittal, is submitted to the IRS. We require these winners to complete a W9 form, with name, address and social security number, before receiving their prize. This information, along with prize amount, is given to our bookkeeper so the IRS forms can be completed.