



ELEMENTARY SCHOOL NONDISCRIMINATION POLICY 2026 - 2027

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, national origin, 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, medical condition, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single-sex schools.

While 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.

ST. JOHN EUDES SCHOOL

2026 - 2027 PARENT/STUDENT HANDBOOK

(Rev. 8/14/26)

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PART ONE

Archdiocesan Policies & Procedures

1. GENERAL INFORMATION

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

The Archdiocese deeply appreciates the choice parents and students make to enroll in its parochial elementary schools and secondary schools. Truly, this is a commitment for life and many families make considerable sacrifices of time and treasure to support their students while they are in school. Often families and students continue this support even after graduation because Catholic education makes a difference. Indeed, Catholic schools *are* different.

All schools in the Archdiocese are intended to be environments that educate, nurture and support students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth – teachers, administrators, parents, family and friends – is required to behave in accordance with these principles.

Our Christian principles provide that:

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

These expectations for students, parents, guardians or other responsible adults include, but are not limited to, all school-sponsored programs and events (*e.g.*, extended care, athletics, field trips, *etc.*).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning. The action may include removal of a family and its students from the school.

1.2. Zero Tolerance Policy

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

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

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

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

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

1.3 Safe Environment Training for Children and Youth

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

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

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

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

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

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

Revised August 20, 2007

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations. **Please review the**

following guidelines and sign the “Acknowledgment of Receipt” for the file at the parish or parish school where you work or volunteer.

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

- Parent or guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not met these requirements.

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

Revised August 20, 2007

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

1.6. Parent/Student Complaint Review Process

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

1.6.a School Level

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

1.6.b Department of Catholic Schools Level

- If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
- The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.

- However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

1.7. Parent or Parent-Teacher Organizations and Consultative School Council

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

1.7.a Parent or Parent-Teacher Organizations

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

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

1.7.b Consultative School Council

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

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

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

2. ADMISSION AND ATTENDANCE

2.1 School Student Non-Discrimination Policy

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

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

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

2.2 Inclusion Procedures

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

2.3 Guidelines for Admission to Elementary Schools

- Preferences are given to active members of the parish
- The recommended age for Transitional kindergarten is four (4) years of age on or before September 1, but required by December 1.
- The recommended age for kindergarten students is five (5) years of age on or before September 1, but required by December 1.
- The recommended age for Grade 1 students is six (6) years of age on or before September 1, but required by December 1, unless waived by the principal.
- All students must comply with current California immunization and health requirements prior to enrollment.
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to meet the educational and financial needs of all students.

- The pastor and principal will review a student's continued eligibility for enrollment in the parish school.
- The school establishes its own procedures for admission and enrollment.

2.4 Privacy and Access to Records

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

2.4.a Pupil Records

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

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

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

2.4.b Directory Information

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

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

Room parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be

used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

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

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

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

2.4.d Verbal/Written Confidences

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

2.5 Transfer of Records

2.5.a Student Transfers, Withdrawals and Graduation

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

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

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

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

2.5.b Withholding of Records

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

2.5.c Cumulative Pupil Record

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

Permanent records cards include only the following information:

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

2.6 Absence

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

2.6.a Absences with Acceptable Excuse

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

2.6.b Extended Absences

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

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

2.6.c Leaving School Early

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

2.6.d Tardiness

A student is tardy if he or she arrives after the time fixed by the school for the beginning of the morning or afternoon session. If the student comes after the designated time, he or

she is marked absent half a day. A record of all tardiness is kept in the attendance register and records.

*Note: The times fixed by the school are provided to parents and students in the **Part Two**.*

2.6.e Truancy

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

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

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

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

2.7 Work Permits

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

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

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

For additional information and forms see:

<http://www.dir.ca.gov/DLSE/ChildLaborPamphlet2000.html>

2.8 Student Accident Insurance

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

3. ACADEMICS AND CO-CURRICULAR ACTIVITIES

3.1 Tutoring

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

Teachers may not be paid for tutoring students assigned to their classes. With prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents.

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

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

3.2 Counseling Policy

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

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

- Provide advice regarding academic subjects and student progress in school.
- Give limited guidance to students who present with non-academic personal issues or situations.
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities.
- Retain, where necessary, appropriate professionals to provide educational testing that

is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent or guardian's expense

- In cases of actual or suspected child abuse or neglect or abuse of vulnerable adults, the Archdiocesan Victims' Assistance Ministry is available as a resource. The Victims' Assistance Ministry provides outreach and guidance to those suffering from abuse; sponsors a faith-based trauma recovery program; and assists in informing parish, school, archdiocesan and governmental authorities of the allegations of abuse or neglect. Referral to the Victim's Assistance Ministry is not a substitute for mandated reporting of suspected abuse. Such a report must be made in accordance with Archdiocesan policy.

4. DISCIPLINE

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

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

4.1 Maintenance of Effective Discipline

Effective discipline is maintained when there is

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

4.2 Disapproved Disciplinary Measures

The following disciplinary measures are forbidden:

- All corporal punishment, including shaking and slapping.
- Language that is sarcastic or calculated to bring ridicule on the student, his or her parents, or background.

- Using religious exercises or important class assignments as punitive measures.
- Bizarre and unusual punishments.
- Withholding or altering rightfully earned academic grades.
- Any disciplinary action that isolates a student without proper supervision.

4.3 Detention

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

4.4 Suspension

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

4.5 Expulsion

4.5.a Reasons for Expulsion

Reasons for expulsion include but are not limited to the following offenses:

- Actions that are 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 student or school personnel
- Harassing, bullying, or hazing other students or school personnel
- Open, persistent defiance of the teacher's authority
- Continued willful disobedience

- Use, sale, distribution, 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, possession of tobacco vaping or possession of vaping devices
- Theft
- Forgery of signatures
- Cheating or plagiarism
- Willful defacement or damage of school property, real or personal
- Habitual truancy
- Possession of harmful weapons (e.g., knives or guns) 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 that are detrimental to the school's reputation
- Violations of the electronic acceptable use policies and guidelines
- Inappropriate conduct or behavior unbecoming a student in a Catholic school

4.5.b Procedure for Expulsion

Except in cases involving grave offenses, the school must take the following steps to expel a student:

- The principal, teacher, parents/guardians, and student must attend a conference. The principal will advise the family that the student could be expelled unless there is immediate improvement in the student's 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 the student's behavior does not improve, the final decision will be communicated at a second conference attended by the principal, teacher, parents/guardians, and pastor (if applicable). If the parents/guardians fail, without cause, to attend the conference, the final decision will still apply and the parents/guardians will be notified. In a parish school, the final decision rests with the pastor in consultation with the principal.
- In no case will a teacher on his or her own authority expel a student.
- The school will give full credit for all work the student accomplished up to the moment of expulsion.
- In high schools, the Disciplinary Review Board listens to the facts of the case, discusses the matter, and makes a recommendation to the principal.

4.5.c Written Record

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

4.5.d Cases Involving Grave Offenses

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

4.5.e Time of Expulsion

- An expulsion may be made immediately if the reasons are urgent.
- Only in exceptional cases shall expulsion of a Grade 8 student who has been in the school one or more years be allowed.
- If an expulsion is to take place during the last quarter of the school year or during the last semester in the case of Grade 8 student, prior approval of the Department of Catholic Schools is required before the expulsion can take effect.
- If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described below.

4.5.f Reporting of Expulsions

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

4.5.g Right to Make Exceptions

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

4.5.h Home Study

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

4.6 Harassment, Bullying And Hazing Policy

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

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

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

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

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

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

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

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

Students are responsible for:

- Conducting themselves in a manner that contributes to a positive school environment.

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

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

4.7 Student Threats

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

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

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

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

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

4.8 School Searches

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

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

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

A student has a greater expectation of privacy concerning his or her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that

the student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

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

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

5. ACCEPTABLE USE AND RESPONSIBILITY POLICY FOR ELECTRONIC COMMUNICATIONS ("ARCHDIOCESAN AUP")

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

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

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

5.1 Definitions

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

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

Electronic communications materials include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual

broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, emails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded or otherwise accessed or stored content.

5.2 Electronic Communications Systems, Devices and Materials and Users Covered

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

5.3 Ownership and Control of Communications

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

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

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

5.4 Guidelines for Email Correspondence and Other Electronic Communications

- a. All users of Archdiocese and Location communications systems and devices should use care in creating email, text, video, still images, instant or voice mail messages or in any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system, be restored, downloaded, recorded, printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of

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

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

5.5 Prohibited Practices

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

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

- k. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files or alter or forward email messages in a manner that misrepresents the original message or a message chain.
- l. Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- m. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible adult.
- n. Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.
- o. Bypass (via proxy servers or other means), defeat or otherwise render inoperative any network security systems, firewalls or content filters.
- p. Allow any minor to access the Internet on Archdiocese or Location communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- q. Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would violate FCC rules or policies.
- r. Access or manipulate services, networks or hardware without express authority.

5.6 Consequences of Violations of Electronic Communications Policy

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

6. HEALTH AND SAFETY

6.1 Emergency Card

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

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

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

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

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

6.2 Examinations and Inoculations

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

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

6.3 Immunization

All directives regarding immunization, issued annually by the State of California, shall be implemented. No student may be unconditionally admitted to school unless he or she has been immunized against poliomyelitis, measles, rubella, diphtheria, tetanus, pertussis, and varicella for first admission to schools in California. In addition, Hepatitis B immunization is required for students entering preschool and kindergarten. All students entering Grade 7 are required to present documentation showing the dates when three doses of Hepatitis B and two doses of a measles-containing vaccine have been received. All students entering a California school for the first time must have a Mantoux tuberculosis test.

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

6.4 Health Records

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

6.5 Medical Appointments

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

6.6 Medications

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

- A release stating the nature of the medication, signed and dated by the doctor and also signed by the parent, must be provided. See *Medication Authorization and Permission Form*.
- Medications administered at school must be in the original container and labeled. The day's dosage must be sealed, labeled and have the student's name attached. It shall be in an appropriate container, and kept in the school/nurse's office.
- The student shall come to the office for medication.
- Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at school. In the event a student is seriously at risk without an epi-pen or inhaler on his or her person, consideration will be given for a variance.
- Students may not be given medicine prescribed for other family members.
- The medication regulations apply to both prescription and non-prescription medications.
- Students who are diabetic are allowed to test their blood sugar at school in the health room or office and self-administer medication as necessary. The parent or guardian of a diabetic child must sign the Diabetic Consent Form and other appropriate medication permission forms and return them to the school. All medications must be kept in the school/nurse's office and appropriately labeled as described above. School employees may not administer injections to diabetic children except in emergencies.
- No exceptions will be made to the procedure for medication. If parents/guardians do not provide the completed medication form with the prescribed medication, they will have to come to school and personally administer the medication.

6.7 Communicable Diseases

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

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

6.8 Allergies

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

6.9 Student Sexual Conduct and Pregnancy

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

While psycho-sexual development is an important aspect of the transition to Catholic adulthood, Catholic moral teachings frame this process through age appropriate expressions of affection, friendship and love. Parents are expected to love and respect each other and their children and

are to be the principal role models, examples and educators for their children of these teachings. Sexual activity that is unwelcome, that threatens an individual or involves any misconduct by a youth or an adult toward another person not only violates these moral teachings but also may be unlawful under state law. Misconduct, whether it occurs in the school, church, home or elsewhere, may be subject to mandatory reporting laws and can subject youth and adults to criminal sanctions. In certain circumstances, sexual conduct, even if it is apparently consensual must be reported and can have criminal implications if one of the participants is not yet 18.

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

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

6.10 Closed Campus

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

6.11 Research Projects and Rights of Parents

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

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

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

6.12 Removal of Students from School During School Hours

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

Exceptions to this rule may be made only:

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

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

6.13 Interview and Removal from School of Students by Police Officers

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Students are encouraged to seek help from a school counselor for themselves or their friends when they are experiencing alcohol or controlled substance-related problems that are not

publicly known in the school or community. School personnel may provide referrals for alcohol and controlled substance abuse so that help can be offered to parents and students.

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

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

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

- Evaluate observable symptoms.
- Attempt to determine if the student is in possession of alcohol, drugs, controlled or other harmful substances.
- Interview the student in the presence of an adult witness.
- Request the student's cooperation in conducting a search of his or her person and possessions (search may include the student's locker and other locations on the school grounds, the student's car where it is suspected that controlled or other harmful substances may be hidden).
- Determine the need for medical attention; in cases which require emergency medical treatment, contact the parents and follow the instructions on the emergency card.
- Recommend examination by a physician.
- Provide information to parent or guardian regarding the availability of public or private resource agencies for rehabilitation.
-

In cases where sale or possession is verified, school administrators follow these procedures:

- Confiscate all physical evidence obtained as a result of the investigation by sealing the evidence in a container bearing the date and the time of confiscation, the name of the student from whom it was confiscated, as well as the signature of the person(s) who confiscated it.
- Consult with police. The degree of involvement by the police will be determined in each case. If a student involved does not have a history of substance abuse or significant delinquent behavior, the police may determine that no further involvement by a law enforcement agency is necessary.
- When a principal or other school official releases a minor to a peace officer, the school principal shall immediately notify the parent, guardian or responsible person regarding the release and the place to which the minor is reportedly being taken.

- If an arrest is made and the student is removed from school, a representative of the law enforcement agency notifies the parent or guardian prior to the time that the student would normally return home from school. If an arrest is not made, the student may be suspended from school. A conference with the parent and the student should be arranged in a timely manner.

PART TWO

St. John Eudes School Policies & Procedures

Office of the Principal

Dear Parents,

This handbook and calendar have been designed to assist you during the school year. The calendar will be updated monthly on the school web site. Please read all bulletins on-line carefully so you are current with the events at St. John Eudes School.

The handbook contains information on school policies, procedures, and other helpful topics.

I hope that we will communicate often and work closely with you in the education of your child.

I look forward to a rewarding and fulfilling school year. May God bless you and your family and welcome to St. John Eudes School.

Together in faith,

Veronica Macias, M. Ed.
Principal

Distinctiveness of the Catholic School

The Second Vatican Council declared that what makes the Catholic School distinctive is its religious dimension, which is to be found in the educational climate, the personal development of each student, the relationship between culture and the Gospel, and the illumination of all knowledge with the light of faith.

NOTE: The Principal has the right to amend the handbook for just cause. This handbook is designed to familiarize the reader with the major policies and practices at St. John Eudes School at the time of publication. All previously issued handbooks are superseded with the publication of this book. St. John Eudes School reserves the right to revise, modify, delete, and add to any and all practices stated in this handbook or any other document.

Grades TK-8 • 9925 Mason Ave • Chatsworth, CA 91311 • Tel: (818) 341-1454
School Web Site: www.sjeschool.net

A. GENERAL INFORMATION

St. John Eudes School was founded in 1966. 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.

1. Statement of School Philosophy and Mission

MISSION STATEMENT

It is the mission of St. John Eudes School to educate students, in partnership with parents, to live as committed followers of Jesus Christ in the Catholic faith, and to succeed in an ever-changing interconnected world as responsible learners, productive leaders and caring citizens of their communities and environment.

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, providing quality education and supporting families in teaching our Catholic faith. We follow the charism of St. John Eudes by fostering Christian service and demonstrating compassion to those in need. While parents serve as the primary educators, we serve as facilitators of learning that teach students to think, learn and make decisions.

Raising Leaders with Open Hearts and Open Minds

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 and strong Catholic Identity.

SCHOOL COLORS / MASCOT

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

2. School Organization, Staff Roles and Responsibilities

ADMINISTRATION

Pastor: Fr. Ethan Southard
FrESouthard@sjeparish.net

Principal: Veronica Macias, M. Ed.
vmacias@stjohneudes.org

Vice Principal: Ms. Melinda DeVaughn
Regular Math 6, 7, and 8
Social Studies 6, 7, and 8
Fine Arts 6
mdevaughn@stjohneudes.org

ELEMENTARY / MIDDLE SCHOOL

Primary

Transitional Kindergarten:	Ms. Cristina Gonzalez <u>cgonzalez@stjohneudes.org</u>
Kindergarten:	Mrs. Eleise Carson <u>ecarson@stjohneudes.org</u>
Grade 1:	Mrs. Beatriz Muñoz-Moreno <u>bmoreno@stjohneudes.org</u>
Grade 2:	Mr. Elmer Renderos <u>erenderos@stjohneudes.org</u>

Intermediate

Grade 3:	Mrs. Leslie Rigney <u>lrigney@stjohneudes.org</u>
Grade 4:	Ms. Emily Anderson <u>eanderson@stjohneudes.org</u>
Grade 5:	Ms. Carlene Vanderwielen <u>cvanderwielen@stjohneudes.org</u>

Middle School

Grade 6 Homeroom,
Social Studies 6,7, and 8
Regular Math 6,7, and 8
Fine Arts 6

Ms. Melinda Devaughn
mdevaughn@stjohneudes.org

Grade 7 Homeroom,
ELA 6, 7, and 8
Writers' WS 6, 7, and 8
Fine Arts 7

Mrs. Erica Crosby
ecrosby@stjohneudes.org

Grade 8 Homeroom,
Advanced Math 6,7, and 8
Religion 6, 7, and 8
Fine Arts 8

Sr. Daisy Gomez
dgomez@stjohneudes.org

AUXILIARY

Music TK-8:

Mr. Daniel Knowles
dknowles@stjohneudes.org

STEM TK-8:

Mrs. Adriana Mazyck
amazyck@stjohneudes.org

Physical Education TK-8:

Mr. David Davido
ddavido@stjohneudes.org

Spanish TK-8:

Mrs. Marcela Jones
mjones@stjohneudes.org

STAFF

Executive Assistant:

Mrs. Jie Prospero
jprospero@stjohneudes.org

Administrative Assistant:

Mrs. Esperanza Martin
emartin@stjohneudes.org

Health Office Coordinator:

Mrs. Tess Yuhico
tyuhico@sjeschool.net

School Counselor:

Outreach Concern, Inc.
counselor@stjohneudes.org
818-349-9636

Floating Aides:

Mrs. Merly Uyanga
muyanga@sjeschool.net
Mrs. Tess Yuhico
tyuhico@sjeschool.net

EDP Supervisor:

Mr. Matthew Nakagiri
Mrs. Genalie Watrin

Custodian:

Mr. Omar Rivas

3. Schedule

DAILY SCHEDULE

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

SHORTENED DAY SCHEDULE

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

NOON DISMISSAL SCHEDULE

7:55 am - 11:45 am	Kindergarten
7:55 am - 11:55 am	Grades 1-8

LUNCH

The children eat in the lunch area. Kindergarten has lunch from 11:40-12:10; 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 lunchtime since the supervisors get to know the children by name.

Students are required to have lunch boxes or insulated bags. It helps cut down on wasted food. All boxes and bags must be **clearly labeled with the child's name and grade.** We encourage the use of reusable sport type water containers. Typical plastic water bottles have a negative impact on the environment.

Parents are asked to send **healthy nutritious** food. PLEASE - No soda, candy, etc. Begin early with setting an example of a **healthy lifestyle**. **FAST FOOD, outside lunches, or drinks (i.e. Starbucks) are not allowed to be delivered or brought to school.**

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

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

4. Schoolwide Learning Expectation (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:

A. Active Christians in their Catholic faith

1. Explain Church teaching, Scripture and Tradition, and Sacraments
2. Participate meaningfully in worship, prayer, and the Sacraments
3. Follow the teachings of Christ, the Ten Commandments, and the Social Justice teachings of the church
4. Express God's love through Christian service (social service and social action)
5. Apply the Six Pillars of Character to their daily lives (Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship)
6. Demonstrate an awareness of the corporal and spiritual works of mercy through volunteerism and being a person for others
7. Practice inclusiveness
8. Celebrate cultural diversity and global citizenship
9. Interact respectfully with people who have different perspectives
10. Be stewards of God's creation by actively participating in preserving, protecting, and advocating to better care for the environment

B. College and Career Ready in the 21st Century

1. Become self-directed learners who formulate meaningful questions and effectively seek out and use human, print, and digital resources to address those questions
2. Collaborate with others in a respectful and productive way to complete tasks
3. Construct viable arguments by using logical reasoning and citing precise, relevant evidence
4. Critically Think: Process, analyze, interpret, and evaluate quantitative and qualitative information while maintaining an open mind
5. Demonstrate the ability in decision making, intuitive learning, logic, analysis, creative thinking to be used in a cross-curricular fashion to solve problems in multiple ways
6. Read, see, and listen carefully to improve general knowledge and discipline-specific expertise
7. Demonstrate command of written and spoken standard English and acquire and use a wide-ranging daily and academic vocabulary for communication
8. Comprehend and critique complex literary and informational texts across a wide range of types and disciplines
9. Create: Use productivity tools to collaborate with others, enhance learning, and generate creative works
10. Practice ethical and responsible use of technology

5. PERSONAL APPEARANCE/UNIFORM and NON-UNIFORM CODE

St. John Eudes School recognizes that personal appearance and clothing reflects the habits and values of the person. The school's uniform policies are standards for students as to clothing, hairstyles, and cleanliness that are expected of them when in school, and representing the school. It is the responsibility of the parents to see to it that their children adhere to the policies and to support the school in this matter. Teachers will check for compliance daily and do school uniform checks throughout the year. Students who are not in the proper uniform will receive a uniform notice and will be asked to call the parent to bring the correct uniform/shoes. Repeated violations will result in a lowered behavior grade, detention and/or loss of free dress day privileges for the rest of the school year. Students who come to school without proper attention to personal hygiene will be sent home.

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.**

HAIR

- St. John Eudes School requires all students to wear traditional hairstyles. Hair should be a simple hairstyle, clean, brushed neatly, and should not cover the eyebrows or interfere with vision.
- Extreme hairstyles are NOT permitted, (including spiked, tails, steps, any fades, and unnatural hair colors).
- Shaved heads or shaved portions of the head are not permitted.
- Bleached, dyed, or altering the hair color in any other manner is not permitted.
- Boys are required to have a traditional haircut, that is not touching the collar, and above the ears and eyebrows.
- Girls' hair bands, ribbons, scrunchies, hair clips, headbands, etc. should not be oversized. They should be simple and should match with the uniform colors of red, black, or white. Ribbons, feathers, or other decorations may NOT be woven into the hair. NO oversized bows or accessories.

JEWELRY

- No watches
- For safety reasons, jewelry is not allowed for Grades TK – 5th, with the exception of a stud earring for girls only.
- Middle School, Grades 6th – 8th, may wear **one** bracelet and **one** religious necklace. However, necklaces must be kept under the clothing at all times.
- Body piercings are not permitted.
- Girls may only wear small stud earrings. One earring may be worn per ear but must be placed on the earlobe only. For safety reasons, absolutely no hoop or dangling earrings, and rings are not allowed.
- Boys may not wear earrings.

MAKEUP

- Make-up is NOT allowed in any grade level.
- Nail polish is NOT permitted.
- Chapstick /lip balm; clear only

Students who disregard these rules or who come to school without proper attention to personal cleanliness may be sent home.

UNIFORMS

School uniforms must be purchased from Flynn O'Hara Uniform. Their store is located at 1503 West Olive Avenue, Burbank, CA 91506. Their phone number is (818) 850-4588.

GIRLS REGULAR UNIFORM (Grades TK – 2)

- Red or white school uniform polo with SJE logo (short sleeve **OR** long sleeve)
- McDonald plaid jumper (no more than 3 inches above the knee) **OR**
- Gray twill pants **OR** walking shorts (both may **NOT** be worn on Mass days)
- No belts are required for grades TK - K
- Solid white bobby socks, crew socks, knee high socks **OR** white or black tights for wintry weather – *please refer to Uniform Socks Policy for details*
- Mostly black, **OR** white tennis shoes with small logo, **not color blocked**, (laced or Velcro only, **NO** buckles or slip-ons) – *please refer to Uniform Shoes Policy for details*
- Red crew neck **OR** Red ¼ zip pullover sweatshirt **OR** Red cardigan with SJE logo
- Outerwear – Red **OR** Black microfleece jacket with SJE logo **OR** Black microfiber hooded jacket with SJE logo

GIRLS MASS UNIFORM (Grades TK – 2)

- Mass Uniform – white short-sleeve button up uniform blouse with Peter Pan collar or a clean white polo
- Red crossover tie with the white blouse only
- McDonald plaid jumper (no more than 3 inches above the knee)
- Shorts and sweatpants may NOT be worn on mass days.
- Any mostly black or mostly white, clean shoe is allowed; no torn shoes are acceptable. In addition, plain black dress shoes are allowed – Mary Jane's type, laced, **OR** Velcro (**NO** buckles or slip-ons) – *please refer to Uniform Shoes Policy for details*
- Solid white bobby socks, crew socks, knee high socks **OR** white or black tights for wintry weather – *please refer to Uniform Socks Policy for details*
- Red crew neck **OR** Red ¼ zip pullover sweatshirt **OR** Red cardigan with SJE logo
- Outerwear – Red **OR** Black microfleece jacket with SJE logo **OR** Black microfiber hooded jacket with SJE logo

GIRLS REGULAR UNIFORM (Grades 3 – 5)

- Red or white school uniform polo with SJE logo (short sleeve **OR** long sleeve), must be worn tucked in skort or pants
- McDonald plaid skort (no more than 3 inches above the knee) **OR**
- Gray twill pants **OR** walking shorts (both may **NOT** be worn on Mass days)
- Plain black belt must be worn with pants or walking shorts (if they have belt loops)
- Solid white bobby socks, crew socks, knee high socks **OR** white or black tights for wintry weather – *please refer to Uniform Socks Policy for details*
- Mostly black, **OR** white tennis shoes with small logo, **not color blocked**, (laced or Velcro only, **NO** buckles or slip-ons) – *please refer to Uniform Shoes Policy for details*
- Red crew neck **OR** Red ¼ zip pullover sweatshirt **OR** Red cardigan with SJE logo
- Outerwear – Red **OR** Black microfleece jacket with SJE logo **OR** Black microfiber hooded jacket with SJE logo

GIRLS MASS UNIFORM (Grades 3 – 5)

- White short-sleeve button up uniform blouse or a clean white SJE polo
- Red crossover tie with white blouse only
- McDonald plaid skort (no more than 3 inches above the knee)
- Shorts and sweatpants may **NOT** be worn on mass days.
- Any mostly black or white clean shoe is allowed; no torn shoes are acceptable. In addition, plain black dress shoes – Mary Jane's type, laced, **OR** Velcro (**NO** buckles or slip-ons) – *please refer to Uniform Shoes Policy for details*
- Solid white bobby socks, crew socks, knee high socks **OR** white or black tights for wintry weather – *please refer to Uniform Socks Policy for details*
- Red crew neck **OR** Red ¼ zip pullover sweatshirt **OR** Red cardigan with SJE logo
- Outerwear – Red **OR** Black microfleece jacket with SJE logo **OR** Black microfiber hooded jacket with SJE logo

GIRLS REGULAR UNIFORM (Middle School 6-8)

- Red, white, **OR** light gray school uniform polo with SJE logo (short sleeve **OR** long sleeve), must be worn tucked in skirt/skort or pants
- Black or gray skirt with black bike shorts underneath **OR** gray skort (both no more than 3 inches above the knee) **OR**
- Black twill (no corduroy) pants **OR** walking shorts (both may **NOT** be worn on Mass days)
- Plain black belt must be worn with pants or walking shorts (if they have belt loops)
- Solid white bobby socks, crew socks, knee high socks (no low cut or ankle socks, socks must be at least two inches above the back of the shoes) **OR** white or black tights for wintry weather – *please refer to Uniform Socks Policy for details*
- Mostly black, **OR** white tennis shoes with small logo, **not color blocked**, (laced or Velcro only, **NO** buckles or slip-ons) – *please refer to Uniform Shoes Policy for details*
- Red crew neck **OR** Red ¼ zip pullover sweatshirt **OR** Red cardigan with SJE logo

- Outerwear – Red OR Black microfleece jacket with SJE logo OR Black microfiber hooded jacket with SJE logo

GIRLS MASS UNIFORM (Middle School 6-8)

- White short-sleeve button up uniform blouse or clean white SJE polos
- Red crossover tie with white blouse only
- Black or gray skirt with black bike shorts underneath OR skort (both no more than 3 inches above the knee)
- Shorts and sweatpants may **NOT** be worn on mass days.
- Any mostly black or mostly white, clean shoe is allowed; no torn shoes are acceptable. In addition, plain black dress shoes – Mary Jane’s type, laced, OR Velcro (**NO** buckles or slip-ons) – *please refer to Uniform Shoes Policy for details*
- Solid white bobby socks, crew socks, knee high socks (no low cut or ankle socks, socks must be at least two inches above the back of the shoes) OR white or black tights for wintry weather – *please refer to Uniform Socks Policy for details*
- Red crew neck OR Red ¼ zip pullover sweatshirt OR Red cardigan with SJE logo
- Outerwear – Red OR Black microfleece jacket with SJE logo OR Black microfiber hooded jacket with SJE logo

BOYS REGULAR UNIFORM (Grades TK – 5)

- Red or white school uniform polo with SJE logo (short sleeve OR long sleeve), must be worn tucked in shorts or pants
- Gray twill (no corduroy) pants OR walking shorts (shorts may **NOT** be worn on Mass days)
- Plain black belt must be worn with pants or walking shorts if they have the belt loops
- Solid white crew socks (no ankle socks) – *please refer to Uniform Socks Policy for details*
- Mostly black, OR white tennis shoes with small logo, **not color blocked**, (laced or Velcro only, **NO** buckles or slip-ons) – *please refer to Uniform Shoes Policy for details*
- Red crew neck OR Red ¼ zip pullover sweatshirt with SJE logo
- Outerwear – Red OR Black microfleece jacket with SJE logo OR Black microfiber hooded jacket with SJE logo

BOYS MASS UNIFORM (Grades TK – 5)

- White short-sleeve button up uniform shirt must be worn tucked in pants with a belt, or a clean white SJE polos tucked into pants with a belt.
- Black knotted tie from Skobel to be worn with the button down short sleeved shirt only.
- Gray twill (no corduroy) pants (shorts and sweatpants may NOT be worn on Mass days)
- Plain black belt must be worn with pants or walking shorts if they have the belt loops
- Any mostly black or white, clean shoe is allowed; no torn shoes are acceptable. In addition, plain black dress shoes – laced OR Velcro (**NO** buckles or slip-ons) – *please refer to Uniform Shoes Policy for details*
- Solid white crew socks (no ankle socks) – *please refer to Uniform Socks Policy for details*
- Red crew neck OR Red ¼ zip pullover sweatshirt with SJE logo
- Outerwear – Red OR Black microfleece jacket with SJE logo OR Black microfiber hooded jacket with SJE logo

BOYS REGULAR UNIFORM (Middle School 6-8)

- Red, white or light gray school uniform polo with SJE logo (short sleeve **OR** long sleeve), must be worn tucked in shorts or pants
- Black twill (no corduroy) pants **OR** walking shorts (shorts may **NOT** be worn on Mass days)
- Plain black belt must be worn with pants or walking shorts if they have the belt loops
- Solid black or white crew socks (no ankle socks) – *please refer to Uniform Socks Policy for details*
- Only mostly black, or white tennis shoes may be worn with Black pants or black shorts, **not color blocked**, (laced or Velcro only, **NO** buckles or slip-ons). Small logo in black, or white is permitted – *please refer to Uniform Shoes Policy for details*
- Red crew neck **OR** Red ¼ zip pullover sweatshirt with SJE logo
- Outerwear – Red **OR** Black microfleece jacket with SJE logo **OR** Black microfiber hooded jacket with SJE logo

BOYS MASS UNIFORM (Middle School 6-8)

- White short-sleeve button up uniform shirt must be worn tucked in pants with a belt, or a clean white SJE polos tucked into pants with a belt.
- Black knotted tie from Skobel to be worn with the button down short sleeved shirt only.
- Black twill (no corduroy) pants (shorts and sweatpants may NOT be worn on Mass days)
- Plain black belt must be worn with pants if they have the belt loops
- Plain black dress shoes – laced **OR** Velcro (**NO** buckles or slip-ons) – *please refer to Uniform Shoes Policy for details*
- Solid black crew socks (no ankle socks) – *please refer to Uniform Socks Policy for details*
- Red crew neck **OR** Red ¼ zip pullover sweatshirt with SJE logo
- Outerwear – Red **OR** Black microfleece jacket with SJE logo **OR** Black microfiber hooded jacket with SJE logo

BOYS and GIRLS P. E. UNIFORM (Grades TK- 5)

- Shorts – Red mesh shorts from Flynn O'Hara Uniform with SJE logo
- Shirt – Gray Dennis Uniform T-shirt with SJE logo
- Optional – Red sweatpants and red crewneck sweatshirt with SJE logo
- Socks – plain white **OR** black (for Middle School only). No ankle socks. – *please refer to Uniform Socks Policy for details*
- Shoes - plain black, **OR** white tennis shoes with small logo, **not color blocked**, (laced or Velcro only, **NO** buckles or slip-ons) – *please refer to Uniform Shoes Policy for details*
- Outerwear – Red **OR** Black microfleece jacket with SJE logo **OR** Black microfiber hooded jacket with SJE logo

BOYS and GIRLS P. E. UNIFORM (Grades 6 – 8)

- Shorts – Black mesh shorts from Flynn O'Hara Uniform with SJE logo
- Shirt – Gray Dennis Uniform T-shirt with SJE logo
- Optional – Black sweatpants and Black hooded sweatshirt with SJE logo
- Socks – plain white **OR** black (for Middle School only). No ankle socks. – *please refer to Uniform Socks Policy for details*

- Shoes - plain black, **OR** white tennis shoes with small logo, **not color blocked**, (laced or Velcro only, **NO** buckles or slip-ons) – *please refer to Uniform Shoes Policy for details*
- Outerwear – Red **OR** Black microfleece jacket with SJE logo **OR** Black microfiber hooded jacket with SJE logo

OPTIONAL COLD and RAINY WEATHER WEAR/OUTERWEAR (Both BOYS and GIRLS)

Cold days of from the months of November to March only, or when deemed necessary by the administration.

- Outerwear - Red or black hooded microfiber jackets with SJE logo from Flynn O' Hara. These jackets **MAY NOT** be worn inside the classroom.
- Red crew neck **OR** Red ¼ zip pullover sweatshirt with SJE logo
- Red **OR** Black zip front microfleece jacket with SJE logo
- On chilly days, boys and girls may wear a clean, plain, solid colored white, black, grey, or red long sleeve shirt under their school polo, t-shirts or blouses.
- Uniform pants may be worn for wintry weather. Sweatpants are only permitted on P.E. days during wintry weather unless announced otherwise by the administration.

UNIFORM SHOES POLICY

Plain black, gray or white leather-type, canvas, polyester, nylon, or suede tennis shoes, with soles in black, or white are allowed. Shoes may have a small logo in one of those colors. Shoes must have shoelaces or Velcro closure. Shoes must be in good repair. Shoelaces must be the same color as the shoes and must be kept clean. High top shoes are NOT permitted. Simplicity, safety and comfort are the focus. The school's decision on all shoes is final. Choose white shoes only if you can wash and keep it clean.

For safety reasons, tennis/athletic shoes are **REQUIRED** for P.E. class and after school sports.



OPTIONAL MASS UNIFORM SHOES: Plain black dress shoes with laces or Velcro (must be worn with solid white crew socks (black tights optional for the girls during cold weather) **or** plain black crew socks for Middle School boys only.



SHOES THAT CANNOT BE WORN AS UNIFORM SHOES: Shoes with color, prints or design other than black, or white; shoes with large logos, color blocked, shoes with patent leather trim, heelys, hiking/work boots, UGG boots, or UGG type slippers, and slip-ons. Shoelaces must be the same color as the shoes and must be kept clean.



The shoes pictured below are considered color block shoes and therefore **CANNOT** be worn as uniform shoes. High top shoes are **NOT** permitted. Students are to bring them to change into after school for sports practices and games only.



For safety reasons, shoes with high heels, buckles, metal decoration/embellishments, lights, zippers, platform shoes, heelys, open-toed shoes, strappy sandals, flip flops, UGG minis, CROCS, slippers, plastic shoes, and slip-ons **CANNOT** be worn to school during regular school days or free dress days.



UNIFORM SOCKS POLICY

- For the girls, uniform socks are solid white bobby socks, crew socks, **OR** knee-high socks (no low cut or ankle socks; socks must be at least two inches above the back of the shoes). Girls may also wear white or black tights in lieu of socks during wintry weather.
- Boys are to wear solid white crew socks **OR** solid black crew socks (for Middle School boys only). Socks cannot have colored stripes, designs or decorative marks and must be at least two inches above the back of the shoes. Ankle socks are not permitted.

Students are NOT permitted to write or draw on clothing, shoes, or themselves.

NON-UNIFORM DRESS CODE (Boys and Girls Grades TK – 8)

St. John Eudes School provides opportunities for the students to attend school out of uniform at various occasions during the school year. On free-dress days, the following policy is in place:

- Clothing must be modest, appropriate, and non-distracting.
- NO low cut, sleeveless, midriff, spaghetti straps, see through, off shoulder or tight clothing. NO mini-skirts, mini dresses.
- NO short shorts. Shorts (must not be shorter than 3" above the back of the knee).
- NO baggy, low riding pants for boys.
- NO torn or rip styled jeans and shirts.
- Jeggings or skinny jeans may be worn only with a tunic length top that is no shorter than mid-thigh.
- Leggings may be worn only under a skirt or dress that is not shorter than 3" above the knee for girls.
- NO T-shirts with inappropriate or offensive messages, graphics, or prints.
- For safety reasons, NO shoes with high heels, buckles, metal decoration or embellishments, zippers, platform shoes, Heelys, open-toed shoes, strappy sandals, flip flops, UGG minis, CROCS, slippers, plastic shoes, and slip-ons;
- For safety reasons, only UGG boots with a shaft height that goes up mid-calf may be worn to school. NO UGG minis, or any slipper type UGGs may be worn to school.
- NO make-up, nail polish or jewelry.

Students in violation of the non-uniform dress code will receive a uniform notice and the parent will be called to bring a change of clothes/shoes. Repeated violations will result in a lowered behavior grade, detention and/or loss of free dress day privileges for the rest of the school year.

SPIRIT DAYS

The following shirts – SJE Spirit shirt, Student Council, National Junior Honor Society (NJHS), Graduating Class Shirts, Jog-A-Thon, Sports Team, etc. may only be worn to school with the SJE uniform pants, shorts, skirt or skort, PE shorts or sweatpants unless specified otherwise by administration. Regular school uniform shoes with socks must be worn for spirit days (*refer to uniform shoes and socks policy for details*).

6 .Consultative School Councils & Parent Organizations

SJE PARENT ASSOCIATION

This is a group of dedicated parents who will plan and implement fundraisers, build community spirit by promoting school and parish events, support student activities and launch our new Eagle spirit wear store. We are looking for any parent or guardian of current SJE students to join these committees.

ST. JOHN EUDES SCHOOL CONSULTATIVE SCHOOL BOARD

The St. John Eudes Consultative School Board is a parish consultative body which includes the pastor, principal, PTSO representative and other members appointed by the pastor and principal from parishioners, school parents (who may comprise up to 33% of the membership), alumni, parents of alumni, civic and business leaders, and area educators and clergy. Its purpose is to assist the pastor and principal by providing advice and counsel particularly in respect to strategic planning, policy formulation, evaluation of policies and plans, institutional advancement and development, comprehensive programs to advance and enhance the school, financial planning and management, and enhancing the school's communication and mission. The School Board works as a parish organization in conjunction with the PTSO to support the school. School Board bylaws, polices, and information about its committee structure are available through the school website. School Board members and committee assignments for 2024 - 2025 are:

Ex-Officio:	Fr. Ethan Southard
Administrative Officer:	Mr. Andre Nicdao
Chairperson:	Mrs. Shy Suttles
Board Members:	Mr. Steve Ruda
	Mr. Paul Spiro
	Ms. Ami Tuazon

ROOM PARENTS

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

2026 – 2027 ROOM PARENTS

COORDINATORS	TK	KINDERGARTEN
Mary Khoury Sandy Castanon Tricia Magcase	Shy Florian Stephanie Rodas	Mike Epping Olivia Vanegas
1st GRADE	2nd GRADE	3rd GRADE
Elizabeth Zamora Mike Shaktah	Erika Guzman Miriam Godoy	Pauline Barrera Janine Lopez Maribel Montano- Sanchez

4th GRADE	5th GRADE	6th GRADE
Chelsea Barrios-Sjoblom Jackie Floryan Maggie Salas	Jillian Hince Donna Trejo	Gina Flores Isabel Ortiz
7th GRADE	8th GRADE	AUXILIARY
Matthew Duclos Carlos Babilonia	Malila Davalos Maggie Vicente Tania Vela	Grace Bustos-Cserkuti Lizette Argott Matilde Godinez Ruby Meraz

B. ADMISSION AND ATTENDANCE

7. Attendance and Tardiness

It is the parent's obligation to inform the school office, (818) 341-1454, by telephone between 7:30 and 9:00 in the morning of the absence. **This call is mandatory!** When a pupil has been absent, a written excuse by the parent/guardian (in ink or by email) must be sent to the school by the day of return, stating the date, number of days absent and reason. When a child has a communicable disease, he/she cannot attend school. After such illness, a child must bring a physician's release slip to the office before being readmitted. In addition, if a child is absent 3 or more days for any other medical reason, they are to return with a doctor's note. If a student misses more than 20 days during a trimester, the ***Progress Report*** will be withheld.

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. Doctors are aware of this practice and have a form for school records.

TARDINESS

Trains, carpools, heavy traffic, weather . . . please take the unexpected into consideration when you plan your morning schedule. Habitual tardiness is embarrassing for the child, a disturbance to the class, and a lack of respect for the school and teacher. Consistent tardiness impacts a child's academic learning. In addition, a good attendance record, which includes tardiness, factor in the

acceptance of students into Catholic High Schools. Once the morning bell has rung, no student will be admitted without a tardy 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.

VACATIONS

St. John Eudes School **STRONGLY DISCOURAGES** students being taken out of school for family vacations, as this greatly impacts student learning. Parents must notify the school and teacher at least two weeks in advance. All missed work must be made up & returned with the student corrected by the parent. Please check with your child's teacher for homework assignments prior to the vacation absence.

TRUANCY

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

In the event that the school is required to implement COVID guidelines/restrictions, these programs may be modified.

Sports Program: Mr. David Davido, Athletic Director
ddavido@stjohnneudes.org

Extended Day Program: Mr. Matt Nakagiri
(818) 341-3830

8. Communications Procedures

Communication is an integral part of the parent/school connection. Parents are encouraged to participate in their children's education. All parents in Grades 3-8 are **required** to access GradeLink consistently and frequently. Parents should set up e-mail alerts for themselves. **Teachers update grades on the 15th and last day of the month.** We encourage communication with faculty and administration. In order to resolve questions regarding grading, behavior, classroom procedures, parents are to:

1. **Email or call the teacher FIRST.** Please allow 24 hours for a response.
2. If you feel the issue is not resolved, parents should contact the principal, Veronica Macias by email (Vmacias@stjohnneudes.org) or by phone.
3. Practice good email habits. Do not send an email to parties not involved in the issue.
4. The Christian Code of Conduct is expected to be followed in all communications.

PARENT TEACHER CONFERENCES

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

The Family Envelope is distributed **every Tuesday** 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.*

SCHOOL WEBSITE

The website of St. John Eudes School is www.sjeschool.net and there is vital information there for parents to read. Links to Family Envelope, Gradelink, Choicelunch, etc. are available on the school website.

GRADELINK

St. John Eudes School uses Gradelink schoolwide as a communication tool between parents, students, and the school. Gradelink is an intranet designed to serve our school community and will improve the communication process with all stakeholders. It will include the Family Envelope, School Calendar, Teachers' Announcements and Assignments, and much more.

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

ST. JOHN EUDES SCHOOL SOCIAL MEDIA PAGE

The School maintains a school Facebook and Instagram where students and parents can have pictures and videos posted about school sporting events, concerts, class projects, and other school related activities.

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.

GENERAL COMMUNICATION AND ELECTRONIC GUIDELINES

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.

Students, parents, staff, and faculty will not use email or other electronic communication in a public forum to harass, intimidate, spread rumors, or speak negatively of any members of the school community. This includes, but is not limited to, holding open discussion of this nature in an email chain, social media page, or other online forum.

Confidentiality of emails is to be upheld and emails should not be forwarded to parties outside of the original intended recipients.

Students, parents, staff, and faculty will always be sure to protect private information, such as email addresses, by BCC-ing all group emails.

9. Arrival/Dismissal Procedures

WALK-IN DROP-OFF (all grades)

For Walk-In Drop-Off, park in the Mason lot and escort your child(ren) to class in accordance with campus visitor policies. Students may not be dropped off in the Mason lot and walk unattended to class. If you arrive after the morning bell, you must escort your child(ren) to the Health Room for a Tardy slip.

CAR LINE DROP-OFF (all grades)

Enter the parking lot through the East gate on Lassen Street. Cars will proceed politely along the cones, single file through the roundabout to the school building. Keep seatbelts secured until coming to a complete stop. Cars should observe and obey instructions provided by the teachers and staff during the drop-off car line. Students should exit the vehicle on the passenger side only. TK and K students will be received and escorted to their classroom by staff or older students.

After drop-off is complete, cars should proceed carefully toward the West gate on Lassen Street. Cars are to make a **RIGHT TURN ONLY** when exiting the Lassen lot. **Cars may NOT stop or park along the Kindergarten fence or brick wall to open trunks,** etc..

If you arrive after the morning bell, you must park in the Mason Ave. lot and escort your child(ren) to the Health Room for a Tardy slip.

NOTE: NO CELL PHONE USE ALLOWED WHEN OPERATING YOUR VEHICLE. (See CA state law) No loud music or honking of horns in carline.

WALK-IN PICK-UP (TK & K)

Parents/guardians may park in the Mason lot and pick-up their child(ren) from the North parish gate.

WALK-IN PICK-UP (GRADES 1-8)

Parents/guardians may park in the Mason lot and walk through the North parish gate and queue near the school office. Parents/guardians must wait in this area until the bell rings or they're instructed by staff to proceed to the East end of the parking lot near to queue single file outside the TK/K playground gate. Students will be released by staff one at a time.

Once you've retrieved your student(s), proceed back through the parish courtyard to the Mason lot.

CAR PICK-UP FOR KINDERGARTEN

Kindergarten parents are to enter the Mason Ave. lot and proceed to the fence next to the football field, then turn their vehicles to line up parallel to the buildings with your front-end facing Mason Ave. The first car will line up just before the guard shack. Be prepared to show your pick -up signs or tell the Safety Patrol, (i.e. teachers /aides) your Kindergartener's name. Make sure you have your car seat! Be prepared to show identification if necessary. They will escort your child to your

car. If you have older children to pick up, exit the Mason lot and proceed to the west Lassen Ave. gate and join the Grade 1-8 car line.

CAR PICK-UP FOR GRADES 1-8

All cars enter the east Lassen Street gate. Pull forward into the three rows. Follow the instructions of the teacher/staff member at the front of the car line. Cars will take turns politely, and proceed in a single file line toward the Kindergarten play yard. Cars will continue along the alley and stop where indicated by the teachers/staff member. Be prepared to show your pick-up signs or tell the Safety Patrol, (i.e. teachers/aides) your student's name. Be prepared to show i.d. if necessary. Teachers/staff will open your car doors. Once all the cars have come to a stop, and doors are open students will come to your car. Teachers/staff will help shut the door. Please do not drive off until you are instructed to do so. Drive slowly through the alley and exit the Mason lot. Right hand turns are preferred at this time as to not back up traffic.

RAINY DAY CAR PICK-UP FOR GRADES 1- 8

Parents enter through the east gate on Lassen St. and first cars line up single file along the porch in front of the middle school 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. (i.e. teachers/aides/staff) The children will enter the waiting cars on the right side along the porch. Do not open trunks for backpacks. **No crossing between cars.** Children will wait in the classrooms until called by the Safety Patrol. Exit the west gate on Lassen St. **Hand pick-up is discouraged.** **The school will not release students to Uber/Lyft or similar services.**

**All drivers must be at least 18 years of age. A driver who is 16 or 17 years of age must have a signed consent form on file with the School Office to pick up students.
Seatbelts MUST be secured before pulling away.
Car signs must be displayed at all times!
NO CELL PHONE USE ALLOWED WHEN OPERATING YOUR VEHICLE
(See CA state law)**

NO PETS ARE ALLOWED ON CAMPUS EXCEPT SERVICE DOGS.

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 CARPOOLING/PICK-UP

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

AFTER SCHOOL SPORTS

Students may not attend or watch games without a parent/guardian. This includes siblings of athletes. Siblings must stay with their parents and watch the game. They are not allowed to wander the school or go off to play on their own.

10. Security Procedures

SAFETY CITATIONS

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

CLOSED CAMPUS

For safety reasons, we maintain a closed campus from 7:55 AM to 4:30 PM. We are limiting visitors onto the school grounds. Please call the school office to get instructions on how to handle other business needs.

STUDENT RELEASE

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

11. Parent or Guardian Right of Visitation

PARENTAL VISITS AND BEHAVIOR EXPECTATIONS

Teachers will NOT be available to discuss any problems with the parents/guardians during class time or during yard duty hours. Anyone who wishes to consult with the teachers or the principal should send a note with the child or call the school office requesting the appointment. Then the teacher or principal will respond in writing or by telephone to confirm a day and time. Just as you would not think of stopping by to see a doctor without an appointment, you also need an appointment to see your child's teacher.

12. Extended Day Program (EDP)

Registration is first-come, first-serve basis and strictly reserved for working parents. Outside play encouraged and permitted as long as it is not impacted by inclement weather. ***The telephone in EDP is reserved for use of EDP staff only. Parents are only permitted to call that number for an emergency and will speak only with EDP staff. Students are not permitted to use the phone unless there is an emergency that the EDP staff determines and will call the parents about.***

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.

EXPECTATIONS (EDP)

The Extended Day Program 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 Program will be dismissed from the program by the principal.***

Parent responsibilities include:

- Completion of all Extended Day 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 Program personnel;
- Meeting all financial obligations in a timely manner.

Student responsibilities includes:

- Respect for all EDP staff, fellow students and property;
- Use of appropriate language and voice level;
- Participation and cooperation in all EDP activities;
- Keeping the EDP facilities clean and neat; Students are expected to clean up after themselves before going out to play.
- Consideration for others – no bullying, no fighting, etc.
- Following Extended Day Program rules;
- Asking permission from staff for restroom use;
- Remaining inside the EDP areas and staying with the group until they are picked up.

Discipline guidelines, including rules and consequences, are established by the EDP 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 Program.

ADMISSION POLICY (EDP)

Students who are currently enrolled at St. John Eudes School are eligible to participate in the school's Extended Day Program. Registration is first-come, first-serve basis and strictly reserved for working parents/guardian. 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. Strictly reserved for the children of working parents/guardian
2. Returning EDP students
3. Siblings of returning EDP students
4. Kindergartners
5. Grade 1 through 5 students, as children over 11 are permitted to stay home alone after school

SCHEDULE OF OPERATION (EDP)

The Extended Day Program is offered when school is in session. ***Morning*** hours are from 7:00 AM – 7:30 AM, while ***Afternoon*** hours are from 2:55 PM – 6:00 PM. Please refer to the school calendar for dates and hours when the EDP is in operation.

PAYMENT POLICY

BASIC SERVICES (EDP)

The monthly fee for basic services for 2025-2026 shall be due on the first of each month and a **late payment fee of \$30** will be applied after the **5th of the month**. Withdrawal from EDP must be a signed written notice in ink or by email to the school Business Manager or a monthly charge will be billed. The rates for basic services per month are as follows:

EXTENDED DAY PROGRAM

2026- 2027 Tuition

	<u>1 child</u>	<u>2 children</u>	<u>3 children</u>	<u>4 children</u>	<u>5 children</u>
Monday to Friday (AM only)					
August only	\$70	\$85	\$105	\$130	\$150
Sept. to Nov.	\$95/mo.	\$110/mo.	\$130/mo.	\$155/mo.	\$175/mo.
December only	\$70	\$85	\$105	\$130	\$150
Jan. to May	\$95/mo.	\$110/mo.	\$130/mo.	\$155/mo.	\$175/mo.
June only	\$70	\$85	\$105	\$130	\$150
Monday to Friday (PM only)					
August only	\$135	\$165	\$200	\$240	\$265
Sept. to Nov.	\$235/mo.	\$265/mo.	\$305/mo.	\$350/mo.	\$370/mo.
December only	\$135	\$165	\$200	\$240	\$265
Jan. to May	\$235/mo.	\$265/mo.	\$305/mo.	\$350/mo.	\$370/mo.
June only	\$135	\$165	\$200	\$240	\$265
Minimum Day (Friday only/Shortened Day)*					
August only	\$85	\$100	\$120	\$145	\$165
Sept. to Nov.	\$110/mo.	\$125/mo.	\$145/mo.	\$170/mo.	\$190/mo.
December only	\$85	\$100	\$120	\$145	\$165
Jan. to May	\$110/mo.	\$125/mo.	\$145/mo.	\$170/mo.	\$190/mo.
June only	\$85	\$100	\$120	\$145	\$165

Non-Refundable Registration Fee: \$80/child

“DROP- IN” RATES

\$15/day (Morning EDP)

\$25/hour or any part of the hour/child (Afternoon EDP)

Note: *In the event that COVID-19 restrictions apply, drop-ins will NOT be allowed.*

Late Payment Fee

\$35

Late Pick-Up Fee

\$25 /min. after 6:00 PM per child

** This service option is made available for parents who cannot pick up their child(ren) at 12:55 PM, but can pick up at normal dismissal time (2:45pm – 2:55pm). This option does NOT include Monday thru Thursday Noon Dismissal Days.*

ANNUAL REGISTRATION FEE (EDP 2026-2027)

Parents/Guardian shall pay a non-refundable annual registration fee of \$80 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 \$80 per child will be due when the child returns to the Extended Day Program.

LATE PICK-UP CHARGES (EDP 2026 - 2027)

A late pick-up fee of **\$20 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 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 or emergency contact by 6:30 pm, the DCFS/police will be notified.

METHODS OF PAYMENT (EDP 2026-2027)

Payments for the program may be made by check or money order payable to St. John Eudes School, or cash. **Payments are to be mailed or dropped off after hours in the mail slot of the SJE School Accounting Office.** There will be a \$30 service charge for returned checks in addition to other amounts due.

If non-payment continues, SJE reserves the right to refuse personal checks from any person who has had personal checks previously declined due to non-sufficient funds by their banks. Cash, Cashier's Check, or Money Order ONLY will be accepted for payment when this occurs.

SIGN IN/SIGN OUT PROCEDURES (EDP)

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 Program Student Release Authorization, in the presence of EDP 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** EDP 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 EDP 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 EDP staff.

For **Morning EDP** (7:00 AM – 7:30 AM), parents **must** accompany students to the 8th Grade Classroom and sign the child in.

For **Afternoon EDP** (2:55 PM – 6:00 PM), Kindergarten children will be escorted from their classroom to St. Paula Montal Hall. Students in Grades 1-8 may be released immediately from class to go to St. Paula Montal Hall and sign in. Extended Day Program personnel will take attendance of all registered students.

If a student attends an extra-curricular activity other than after-school sports, the student must **FIRST REPORT TO AND SIGN IN** at the Extended Day Program, with a notation made as to their whereabouts. The child **MUST RETURN** to the Extended Day Program immediately following the completion of that activity.

PICK-UP PROCEDURE (EDP)

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

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

CHANGES IN CONTACT INFORMATION (EDP)

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, and cell) numbers.

ITEMS FROM HOME (EDP)

Games and toys may **NOT** be brought to school for the program. This includes cell phones, iPads, iPhones, etc. Students in Grades 3-8 may use their laptops for educational purposes only. iPads are used by Grades TK -2 students for educational games only, NOT movies or You tube.

GENERAL RULES (EDP)

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 Program after checking in until you are signed out.

PARENT'S ADDITIONAL RESPONSIBILITIES AND OBLIGATIONS (EDP)

Parents/Guardians certify that he/she has accurately completed all the necessary information required in all forms required by the Extended Day 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 Program Medical Release Form

13. Health, Illness, and Accident Procedures

HEALTH ISSUES

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

ILLNESS

If a child becomes ill during school hours, the parent will be contacted to come to the office for the child. Children will be released during school hours to parents only or to the persons listed on their emergency card, in case the parent is not available.

First aid will be administered for minor injuries. If there is a serious injury, you will be notified immediately. If the child needs hospital emergency care, the school will call 911.

In the event a child shows symptoms of COVID-19, parents will be notified immediately, and the child will be seated away from others until picked up by the parents or to the persons listed on their emergency card, in case the parent is not available.

The 24-Hour Rule: Districts, including the Los Angeles Unified School District (LAUSD) and the California Department of Public Health (CDPH), enforce a 24-hour fever-free policy without medication. Masking a fever with medications (like Tylenol or Motrin) to send a child to class increases the spread of contagious illness to other students and staff.

If a child's fever returns during the school day, parents will be contacted for immediate pickup.

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/EPIPEN, together with the Medication form signed by the health care provider and parent/guardian.

IMMUNIZATION

Immunization is required for admission for all grades. All directives regarding immunization, issued annually by the State of California, shall be implemented. No student may be unconditionally admitted to school unless he or she has been immunized against poliomyelitis, measles, rubella, diphtheria, tetanus, pertussis, and varicella for first admission to schools in California. In addition, Hepatitis B immunization is required for students entering Preschool and Kindergarten. All students entering Grade 7 are required to present documentation showing the dates when three doses of Hepatitis B and two doses of a measles-containing vaccine have been received. All students entering a California school for the first time must have a Mantoux tuberculosis test.

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

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

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

LICE

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

COUNSELING

There will be an on-campus school counselor from Outreach Concern, Inc. at least two days a week from 8:00 AM to 2:30 PM. Parents/Guardians are to have on file a consent form for each student indicating whether or not they will allow their child to take advantage of the services. However, in the case of an emergency, the counselor, regardless of whether or not there is a consent form on file, will see the child. The counselor will be working in the classrooms, and will have contact with the students on an informal basis and on the yard.

C. ACADEMICS AND CO-CURRICULAR ACTIVITIES

14. Curriculum Offerings

The curriculum and texts are approved by the Archdiocese with Religion as the central course in our curriculum. We follow Common Core State Standards for English Language Arts (ELA) and Mathematics. We follow the time allotment set by the Department of Catholic Schools; and participate in the evaluation of academic achievement (STAR) as well as religious knowledge and practice (ACRE) annually.

Curriculum:

- | | | |
|-------------------------|----------------------|------------------------------|
| • Religion | • Mathematics | • Art/Fine Arts |
| • English Language Arts | • Science | • Computer Science (Gr. K-5) |
| • Social Studies | • Music | • Spanish (Gr. K-8) |
| • Writing | • Physical Education | |

STEP AND MAP PROCESSES

St. John Eudes strives to serve children with varied learning needs so they may be successful in all aspects of school life. All educators in Archdiocesan schools follow “Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP). The STEP team is a school support team that includes the parents/guardians, the classroom and/or homeroom teacher, the school administrator and/or the STEP team coordinators, other school personnel, and the student, when appropriate. The goal of the team is to gather information and work together to support the student’s educational needs in the classroom. The STEP team reviews report cards, standardized test scores, cumulative records, work samples, discipline records, and other data. The team will use the data to create an individualized action plan to identify your child’s strengths and areas of concern, implement support strategies, identify responsible persons, and schedule timelines for progress.

TECHNOLOGY

- Grades TK-2 use iPads, Each class has five iPads to use for centers. These iPads belong to St. John Eudes School.
- Grades 3-8 bring their own devices. They will use laptop devices only while at school. It is the student's responsibility to ensure that their devices are properly charged before class, and ready for use during school hours. They will not be permitted to borrow devices from other students.

We also educate our students in computer and digital media ethics and moral responsibility as they use these tools. As part of this education, we have a User Agreement and Parent Permission form for students in Grades TK-8. Individuals and families may be held liable for violations:

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

Students are reminded that these devices are tools used for school, and not toys. Gaming is not permitted at school, even during indoor recess times.

LIBRARY

The McNamara Library houses books, periodicals, and religious materials. Classes can visit the library to have stories read to them and read books.

15. Religion Program & Expectations

RELIGIOUS KNOWLEDGE & PERSONAL FAITH EXPERIENCE

We seek to deepen the children's religious knowledge and bring them to a personal experience of faith, which will call for a response of their part. The students in Grades TK-8 have the opportunity to 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 Para liturgies 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, religious retreats for TK-8 are implemented throughout the year.

COMMUNITY SERVICE

One of the tenets of Christ's message is to serve others. All students participate in school wide projects throughout the year headed by the Student Council as well as individual class service projects.

Students in Grades 6-8 are required to fulfill a designated number of hours in community service as part of their religious training here at St. John Eudes School. The flexibility of the hours is to ensure that students have the opportunity to experience a variety of Christian service. At the beginning of the school year, students will be asked to fill out Service Hour Yearly Plan. This is to ensure students have a plan in completing their required service hours before the due date. All volunteer hours must be from approved organizations listed below. If the organization is not on the list, they must be verified as a 501c3 non-profit charitable organization before they can be considered and must be pre-approved by the Administration. Permission must also be given by the parent **BEFORE** the service begins. Any questions regarding service are to be directed to the Religion teacher. The Religion teacher will sign off on **completed** hours. Also, students must fill out a Student-Learning Reflection Form after each service activity and attach it to their Christian Service Record. **See Appendix G.**

Grade 6 – 10 service hours (may be parish, school or outside community)

Grade 7 – 15 service hours (may be parish, school or outside community)

Grade 8 – 20 service hours (may be parish, school or outside community)

APPROVED SERVICES: (* = Age Restrictions)

- *Altar Serving*
- *Animal shelter work**
- *Assisting at Sunday School*
- *Children's Hunger Fund*
- *Convalescent Hospitals or Nursing Homes*
- *Guide Dogs of America*
- *Hospital work**
- *Hospitality (SJE)*
- *Kinder 4 Rescue (help small dogs rescued from kill shelters, bathe and prepare for adoption, etc.)*
- *Light the Night (Leukemia and Lymphoma Society fundraiser/walk)*
- *MEND, FISH, Salvation Army, etc.*
- *Operation Gratitude (help make care packages/boxes for troops overseas)*
- *Operation Blankets of Love (OBOL)*
- *Organized community Clean-Up*
- *Participation in a non-profit fundraising event for charity*
- *Ronald McDonald House (help make dinners for the families staying there)*
- *Sandwich Sunday (SJE)*
- *Santa Clarita Valley Food Pantry*
- *Service to SJE Parish (for Summer Carnival - must have parent supervision)*
- *SHANE's Inspiration*
- *VBS counselor or other volunteer camp counseling*
- *Veteran's Day ceremony in Chatsworth*
- *West Valley Food Pantry*

SERVICES NOT APPROVED:

- *Child care*
- *Volunteer for candidates in public office*

- *Volunteer for work during school hours*
- *Work for a profit institution*
- *Work for their family's relative's or family friend's businesses*

RETREATS

Students in Grades TK-8 will participate in a retreat program during the year. Grades K-5 will attend a retreat on campus; Grades 6-8 will attend off campus. Transportation will be provided by the school and the costs related will be included of the retreat fee. All retreats are required. Any student not attending, regardless of the circumstances, will be assigned a project/report relating to the retreat.

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

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

16. Testing and Assessment

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

St. John Eudes students are expected to conduct themselves with academic integrity, demonstrate suitable digital citizenship, and adhere to the school's Electronic Use Policy/Contract. If there is evidence of students violating academic and/or behavioral expectations, appropriate disciplinary action will be determined based on severity of the infraction, up to and including suspension.

17. Homework

The purpose of homework is to reinforce material already taught in class and to foster habits of independent study. No homework assignment is given on Fridays with the exception of make-up work or long-term assignments. No homework is given on holidays, or Christmas/Easter breaks.

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

Assignment of homework is limited to days on which school is in session with the exception of make-up work or long-range assignments. Parents may check GradeLink, Student Information System (SIS), to help their children with knowing homework assignments. Assignments will be placed in ClassDojo in Grades TK-2 and written in planners or in Google Classroom in Grades 3-8. Parents of students in Grades 3-8 should access GradeLink for information on grades and

missing assignments. Please note however, that parent/student access will be locked during the weeks of interim and trimester reporting periods.

During the summer, students in Grades K-2 will receive a suggested summer reading list for enrichment. In Grades 3-8, students will receive a summer reading list with required summer reading suggestions. The student will need to be prepared to discuss the book they read upon return to school in the fall, and demonstrate an understanding of the text. These summer reading lists are in GradeLink during the summer months.

ABSENT/LATE WORK

Students are responsible for turning in all assignments ON TIME. If a student is absent they are responsible for checking GradeLink, Class Dojo, Google Classroom, the teacher or with a learning buddy to find out the missed classwork and homework. Absent work is to be submitted in as many days as the student was absent. (Example – 2 days absent = 2 days to complete work upon return.) However, if a student is absent on the day an assignment is due then he/she must bring in the assignment upon his/her return. It is the student's responsibility to remember to bring in their work. ***Middle School- Parents may NOT drop off homework or projects that are due that day. Students at this grade level need to learn responsibility and consequences for forgetting their work or items at home.***

Late work affects the student's grade. Parents should check Gradelink.

MIDDLE SCHOOL LUNCH STUDY LAB

Lunch Study Lab is available to middle school students Tuesday and Thursday during lunch time. This is an opportunity for them to make up for missed assignments, assessments, or to have assistance with various homework assignments. As an additional form of student support, Lunch Study Lab will be available from 12:20-12:50 pm. Students will be permitted to eat during this time.

18. Grading

REPORT CARDS

Report cards are accessible online through Gradelink on a trimester basis for students in Grades 3-8. Grades -2 Report Cards are mailed on a trimester basis. Formal Parent-Teacher Conferences are held in December for all parents. Parents should review the report card with the child. If students are doing less than satisfactory work, the teacher should arrange to talk or meet with the parents to discuss the problem.

INTERIM PROGRESS REPORTS

Interim Progress Reports will be sent out to students in Grades K-2 and to those students in Grades 3-8 with deficiency grades. Parents in Grades 3-8 can access their child's grades throughout the school year on Gradelink our on-line grading system. Teachers enter grades on the 15th and last day of the month. Please note however, that parent/student access will be locked during the weeks of interim and trimester reporting periods.

ACADEMIC GRADING KEY

Transitional Kindergarten (TK)

Academic Skills:

M = Mastery

NM = Non-mastery

/ = Not assessed at this time

Developmental Skills (*):

X = Expected Development T = Needs more time to develop

Kindergarten

M = Demonstrated Expected Development

T = Needs More Time to Develop

X = Demonstrates Emerging Skill

NE = Not Expected at this Time

Grades 1 through 2

Academic progress, work habits and behavior:

O = Outstanding

S = Satisfactory/Good

U = Unsatisfactory

G = Very Good

NI = Needs Improvement

Skills:

+ = Area of Strength

√ = Area for Improvement

Grades 3 through 8

Subjects: A = 93 – 100%

C+ = 80 – 84%

D+ = 67 – 69%

B+ = 90 – 92%

C = 75 – 79%

D = 63 – 66%

B = 87 – 89%

C- = 70 – 74%

D- = 62% or below

B- = 85 – 86%

Skills:

+ = Area of Strength

√ = Area for Improvement

Work Habits/Behavior:

O = Outstanding

S = Satisfactory

U = Unsatisfactory

G = Very Good

NI = Needs Improvement

Grade Point Averages for Middle School

A = 4.0

B+ = 3.6

C+ = 2.4

D+ = 1.2

B = 3.2

C = 2.0

D = 0.8

B- = 2.8

C- = 1.6

D- = 0.0

The Grade Ranking is described as follows:

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

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

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

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

Grading Criteria Rubrics for Work Habits and Behavior can be found in Appendix H.

RUBRICS

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

READINESS TESTING

St. John Eudes School uses a Developmental School Readiness tool for in-coming kindergartners. The test measures the child's school readiness: physical, neurological, emotional, social and intellectual. The first years of school are most important because the child forms attitudes about him/herself and school, which become a way of life.

The Developmental Point of View understands that growth is orderly, structured, and predictable. It respects the fact that every child has his/her own rate and pattern of growth *peculiar* to *him/her*.

It is hoped that the entire school community grows to understand and accept the developmental point of view. Children who are developmentally young will be given the “gift of time” before they begin kindergarten at SJE for the lifetime benefit of the child. Beginning in 2012 California state law requires that incoming Kindergarteners be 5 on or before September 1.

19. Honors/Awards

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 LIST FOR ACADEMIC ACHIEVEMENT

In an effort to encourage our upper grade students to work to their full potential, St. John Eudes has established a Principal's 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 with no subject grades of D's or NI's.

PRINCIPAL'S HONOR LIST FOR ACADEMIC ACHIEVEMENT

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: 3.80 GPA or better with no subject grades of D's or NI's.

GRADUATION AWARDS AND SCHOLARSHIPS

AWARDS:

Valedictorian and Salutatorian – Valedictorian and Salutatorian are determined strictly by a mathematical averaging system that includes six trimester Report Card grades from Grade 7 and Grade 8. Valedictorian is the highest GPA. The student with the second highest GPA is chosen as Salutatorian.

President's Award of Educational Excellence – This award is given to students who earned a 3.50 GPA in all three trimesters of Grades 7 & 8 **AND** achieved an 85 Percentile or above on the STAR assessment in Reading or Math in both Grades 7 & 8.

Principal's Recognition Award – This scholarship of \$300 is given by the principal to acknowledge a student for a particular recognition.

SCHOLARSHIPS: These are the scholarships available for Grade 8 Graduates. If more than one student is awarded a particular scholarship, the monetary amount is divided by that number of recipients.

St. Paula Montal Scholarship – This scholarship of \$300 is split evenly between two students in the graduating class who exemplifies the spirit of St. Paula Montal in service and concern for others.

St. John Eudes Scholarship – This scholarship of \$300 is split evenly between two altar servers who excels in service in the altar server program at St. John Eudes.

The SJEPA/Room Parent Scholarship – This scholarship of \$500 is split evenly between one boy and one girl from the graduating Grade 8 class based on a point system. The GPA for Grade 8 is tripled. The middle school 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 this scholarship.

National Junior Honor Society Scholarship – This scholarship of \$300 is split evenly between two members of the SJE NJHS who has demonstrated high academic achievement, leadership, citizenship, and outstanding community service.

Scholar Athlete Scholarship – This scholarship of \$500 is split evenly to up to four individual students based on a point system. The student must have participated in the After School Sports program in all three seasons of Grades 6-8. The GPA for Grade 8 is tripled. The middle school teachers and principal rate each graduate on Leadership, Christian Attitude, Christian Service, and Sportsmanship. When these are totaled, the students with the highest points qualify for this scholarship.

Luke Gaines Scholarship – This scholarship was initiated in June 2001 in memory of Luke Gaines, a former student of St. John Eudes. The family of Luke selects the recipient based on the family's criteria.

Student Learning Expectations Scholarship – This scholarship of \$500 is split evenly to up to four individual students based on the quality and professionalism of the final product, balance representation of all project requirements, and the effort, timeliness, enthusiasm, and work ethic shown throughout the entire process. The overall growth of the student, within the context of this project is also taken into consideration.

20. Field Trip and Excursion Policy

CURRICULAR TRIPS

Curricular trips are educationally sound and important ingredients in the instructional program of the school, supplement and enrich the curriculum by providing learning experiences in an environment beyond the classroom. They are considered to be “classrooms off campus”. Curricular trips are limited to one day in duration and to a distance that can be conveniently traveled in that time (no overnight trips are conducted). Safety is paramount, therefore procedures are in place to ensure and maximize the safety of each student. **Parents are REQUIRED to pay the field trip fees regardless of whether the student is in attendance or not. No fees can be refunded unless trip is cancelled by school**

The following procedures are in place:

- A certified bus company is used that has buses equipped with seatbelts.
- A sufficient but limited amount of parent chaperones are chosen through a lottery to ensure order for the teacher (room parents can go on trips).
- Chaperones MUST have VIRTUS training, be fingerprinted, and have TB clearance to work with and/or accompany the children on these excursions.
- Chaperones are dispersed throughout the bus to ensure safety and order.
- Teachers place students in assigned groups with a chaperone.
- Students are not allowed to sit at “Emergency” exits.
- Emergency bags are brought on the trip. They include every student’s emergency information and contact information, along with a first aid kit. Medications for students who have medical releases from the doctor are also in the bag. (The teacher is in charge of the bag).
- Students needing to use the restroom at the site MUST be accompanied by a chaperone.
- The teacher must be in contact with the school; they are instructed to call the school when they arrive, when they depart, and if any concern arises.
- Students are given instructions prior and during the trip about the expectations of behavior while on the bus and at the site.
- Parents may not drive and meet their child on a curricular trip. The school expects cooperation from parents in this matter.
- Any student not attending a curricular trip, regardless of the circumstances, will be assigned a project/report relating to the curricular trip.

21. Extra-Curricular Activities

STUDENT COUNCIL 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. The top two candidates running for President are assigned as President and Vice President respective of the vote count.

Qualifications to run for and remain in office are:

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

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society (NJHS) is the nation's premier organization established to recognize outstanding middle level students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, Character, and Citizenship. These characteristics have been associated with membership in the organization since their beginnings in 1921 and 1929. Students must meet specific criteria for Scholarship, Leadership, Service, Character, Citizenship, and must have a cumulative GPA average of 3.5 for each trimester in order to apply.

AFTER SCHOOL SPORTS

Under normal conditions, 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. Students in Grades 5-6 will be placed on the "B" team, while students in Grades 7-8 will be placed on the "A" team. 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

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

- **Participating in the After School Sports Program is considered a privilege.** Students must maintain satisfactory grades in conduct and behavior. Any student who receives **three NIs from three different teachers or one U** in conduct or effort on their trimester report card may be suspended from the next sport tryouts.
- CHRISTIAN BEHAVIOR and LEARNING are priorities. The After School Sports Program is intended to help students develop psychologically, socially, academically, and physically. The school sponsors the After School Sports Program for grades 5-8 on Monday through Thursday.
- There is a **per sport fee of \$120 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*. **All sports fees are non-refundable. SJE Athletes must commit to attend all practices and games. 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.**

- Students may not attend or watch after school games without a parent/guardian. This includes siblings of athletes. Students **may not run** around the school unattended during the game. They must stay with the parent and watch the game. This is for safety reasons.

SPORTS LETTER

A sports letter is earned when a student in grades 5-8 plays in 3 sports in an academic year. This includes the following CYO sports: Boys' flag football, Girls' volleyball, Boys' basketball, Girls' basketball, Boys' volleyball, Girls' softball, Swim and Track (if offered).

After a student has earned a sport letter, they are eligible to earn a star the following year by participating in 3 sports in that academic year.

Therefore, a 5th grader who earns a sports letter at the end of their 5th grade year now has the possibility of earning a star at the end of 6th grade, another star at the end of 7th grade, and a final star at the end of 8th grade if they play 3 sports each academic year.

Sport letters and stars are awarded at the end of the school year during the Sports Assembly.

SCHOOL CHOIR

Under normal conditions, students in Grades 3-8 are eligible to join the SJE Choir. The choir rehearses once a week on Wednesdays following dismissal until 4:30pm. The SJE Choir participates in all school liturgies and prayer services under the direction of the Music teacher. The school's behavior expectations must be followed.

OUTSIDE VENDORS

Under the normal conditions, 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 – Please contact the Parish Office at (818) 341-3680 for more information

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

D. TUITION AND FEES

22. Tuition and General Fees

FINANCIAL RESPONSIBILITIES

Tuition-Facts Management Tuition Company manages tuition collection on an 11 or 12 month basis. Parents have an option of paying the total year's tuition by a designated date in May. A \$30 fee will be added for each request to move an established payment date to a different date on any FACTS account.

REGISTRATION and FEES

The Registration Fee for 2026 - 2027 is \$450 per child for returning students (Grades 1-8) or \$475 per child in TK, Kindergarten and new students. This includes insurance, testing, and incidental supplies. An educational fee of \$500 per student includes: book fee, activity fee, and disaster/earthquake fee. There is an additional \$50 Nap Mat fee for Kindergarten students, an additional \$75 Sacramental fee for Grade 2 students, and an additional \$400 Graduation fee for Grade 8 students. The Graduation fee of \$400 helps to offset the various costs that come with the final year of school and related culmination activities such as: Cap & Gown Rental, Graduation pins, Guest Speaker fees, Pianist and Cantor fees, Flower and Balloon costs, Diploma Covers, Processing fees for Letters of Recommendation, Transcript Copies and Mailing, Diplomas, Certificates, and Awards, and other related items. Each student is also charged a technology fee to pay for computer, printer, and other technology equipment which is \$450. The Security fee \$600 per family provides on-site unarmed security personnel to provide protection whenever students are on school grounds. The \$35 per family SJE Parent Association fee provides a beginning operation budget for the SJEPA.

There is a \$25 bank fee for any returned check. If non-payment continues, SJE reserves the right to refuse personal checks from any person who has had personal checks previously declined due to non-sufficient funds by their banks. Cash, Cashier's Check, or Money Order ONLY will be accepted for payment when this occurs.

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 STRUCTURE 2026 - 2027

<u>Grade Level</u>	<u>Standard</u>	<u>11 Mo./12Mo.</u>	<u>Discount*</u>	<u>11Mo./12 Mo.</u>
One Child	\$9,500	\$864/\$792	-	-
Two Children	\$19,000	\$1,727/\$1,583	\$16,150	\$1,468/\$1,346
Three Children	\$28,500	\$2,591/\$2,375	\$24,225	\$2,202/\$2,019
Four Children	\$38,000	\$3,455/\$3,167	\$32,300	\$2,936/\$2,692
Five Children	\$47,500	\$4,318/\$3,958	\$40,375	\$3,670/\$3,365
International Student:	<i>Call School Office for Information</i>			

**Discount applies to those who are registered members of St. John Eudes Parish who contribute a minimum of \$600 per calendar year or have completed at least 30 hours of parish service PER CALENDAR YEAR. Those who are new to the parish must be contributing for at least six months to receive the parish discount. Audits are done yearly on January 1.*

23. Tuition Assistance

Those families most in need as determined by FACTS Financial Aid Assessment and reviewed by the Tuition Assistance Finance Committee of the school before they are awarded assistance. ***Amount is limited.***

- **Fr. Leslie McNamara Scholarship Fund**

The Fr. Leslie McNamara Scholarship Fund was set up in loving memory of Fr. Leslie McNamara, the older brother of former St. John Eudes Parish pastor Msgr. Robert McNamara. When Fr. Leslie passed away, patrons were asked to donate to the Fr. Leslie McNamara Scholarship Fund to raise money to help underprivileged children get a Catholic education at St. John Eudes School.

- **Adopt-A-Student Program**

Donations are placed in a general tuition fund and are used for students needing assistance. When a student's family applies for financial assistance, the student is placed on a list according to greatest need through the FACTS Tuition Aid Assessment. An amount is allocated to a specific child on the list, in order of need, and is used to help pay that particular student's fees and tuition for the year.

24. Parent Service and Fundraising Requirements

FUNDRAISING COMMITMENT

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

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

Based on these factors, under normal circumstances, the Parent Fundraising Commitment may only be filled by participating in two special fundraisers: (1) The Annual Jog-A-Thon, and (2) the Grand Prize Drawing conducted at the spring fundraiser sponsored by the PTSO.

By obtaining sponsorships for the Jog-A-Thon and/or selling tickets for the Grand Prize Drawing our school families have the opportunity to raise funds through donations from their friends, extended families, parishioners, and other school supporters. These donations will help support our educational program without needing to raise tuition to cover those costs (to the extent the fundraising commitment provides).

The Parent Fundraising Commitment is currently \$750 per year. The income from the Parent Fundraising Commitment is included in budgeting for each school year, so it is very important that each school family meet the commitment level. This commitment is a **required** part of the Parent Agreement. The Fundraising Commitment **must** be met and submitted **no later than May 12, 2027**. **Any family not meeting the current commitment level will be charged for the difference.**

REQUIRED PARENT SERVICE HOURS

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

Each family, however, has a unique set of resources, and also limitations, regarding how they can contribute to and enrich the school. Parents who would like to donate their time and talents have the opportunities to be involved. Some families have limitations on their time but can help in other ways such as using scrip for their purchases. So while direct involvement of time and talents is the

preferred support we ask of families, alternate means are also acceptable. Service Hours are not transferrable from year to year; nor transferrable to other families. On rare occasions when baked goods are needed for the school and parish, a MAXIMUM of 2 service hours will be allowed.

The following are the ways the parent service hour requirement can be met:

- 1) Perform 40 Service Hours as follows:
 - a. A **maximum of 20 hours** of service in the parish may be credited towards the 40 service hours requirement for the school.
 - b. It is the parent's responsibility to keep track of their hours by making sure the group or activity chairperson(s) have signed their hours into the red service binder kept in the office. All service hours must be completed **no later than May 31, 2027.**
 - c. \$40 must be paid for each hour not fulfilled by the due date.
- 2) Make a minimum contribution of \$1,500 to the School Endowment Fund. Matching funds from your company may be used.

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

The Parent Service Hour Commitment ***must*** be met and submitted **no later than May 31, 2027.** **Any family not meeting the current commitment level will be charged for the difference.**

E. DISCIPLINE

25. Rules and Regulations

PROBATIONARY PERIOD FOR NEW STUDENTS

All new students are on probation for the first six weeks to help assess our ability to best serve each student. He/She will be evaluated at the end of the first *Interim Progress* on:

- 1) Behavior/Attitude
- 2) Effort
- 3) Academics

If teacher(s) and the principal determine that they are unable to meet the student's needs he/she will be given a recommended transfer.

EFFORT/CONDUCT POLICY

Students are expected to put forth by participating in class, doing assigned classwork and homework, paying attention, etc. based on their age and ability. They also are expected to reflect Christian principles in their behavior (respect, kindness, obedience, proper language, etc.) At the end of each interim progress period, we evaluate the students in the light of their effort and conduct. Any student with unsatisfactory conduct will be placed on probation for the following interim progress period. If the student with unsatisfactory conduct does not improve during probation, he/she may be asked to leave St. John Eudes School.

Similarly, any student with **poor effort** (Unsatisfactory) will be on probation the following interim progress period. Any student who does not improve in effort after two progress periods will be reviewed by his/her teachers and the principal, and recommendations will be made.

Students who receive an academic grade of *D* or *Unsatisfactory* in effort and/or conduct will be on probation.

DISCIPLINE

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

DETENTION POLICY

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

Mutual respect is essential to a school community because each of us holds within us a unique image of God. Respect of oneself, students respecting students, student respecting teacher, teacher respecting students, and teacher respecting teacher are all needed. It is the responsibility of the students and teachers to exemplify and extend mutual respect to staff, volunteer parents, and guests.

Students are responsible for their own actions and choices. A student chooses whether or not to follow the classroom rules, to study for a test, to complete homework, and to be a friend.

Detention will be served on Fridays from 12:55 to 2:00 PM. **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 1-8. 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 for students in Grades 6-8**
- 3 Classroom/yard behavior infractions**
- 3 Uniform code violations**

Students who miss an assigned detention without notification to the school will be given two (2) detentions. Detention slips must be signed by the parents/guardian and return the following day.

SUSPENSION

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

Student must report to the principal with their parent upon return from a suspension.

SCHOOL SEARCHES

In the event that any items belonging to a student are confiscated, the principal should document that fact and, when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the

student acknowledging that the item was in his or her possession at the time it was found. Depending on the results of the school search, disciplinary action may include an infraction, detention, suspension, or expulsion.

It is understood that all students must abide by the rules of the school and that parents support these policies.

SECULAR CULTURE

In today's culture children are being exposed to many things that are contrary to our Catholic values. R rated television shows, movies, videos, parent advisory CDs, video games, apps, and many internet and social media 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**. Electronic devices should be in a room visible to the parents when children are in operation. The child's devices should be removed each night. Purchase software that protects the child from pornographic sites and set parental controls on their devices. Know your child's instant messaging buddies. Teach responsibility with cell phone use. Catholic/Christian parents must be aware of all the influences facing our young people today. The duty of a Catholic/Christian parent is to **protect** our children from immoral values and expose them to healthy moral ones. Refer to **www.cyberwise.org**

MIXED PARTIES

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

CONDUCT IN THE USE OF ELECTRONIC and SOCIAL MEDIA

Conduct in the use of electronic media and in cyberspace has a real-world impact which can greatly affect our school's ability to nurture, educate, and support our students and families. Therefore the school's rule and conduct policies, and those of the Archdiocese of Los Angeles (particularly "Sec. 13.8.1 - Code of Christian Conduct Covering Students, Parents, Guardians and Other Responsible Adults" of the Archdiocesan Policies and Procedures), will apply to the use of all electronic media, social websites, and internet usage. Students and parents are expected to conduct themselves according to the basic Christian principles of charity and love of neighbor when using electronic technological resources. Postings and content on such resources by students and parents must meet school conduct expectations.

GENERAL COMMUNICATION AND ELECTRONIC GUIDELINES

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.

Students, parents, staff, and faculty will not use email or other electronic communication in a public forum to harass, intimidate, spread rumors, or speak negatively of any members of the school community. This includes, but is not limited to, holding open discussion of this nature in an email chain, social media page, or other online forum.

Students, parents, staff, and faculty will always be sure to protect private information, such as email addresses, by BCC-ing all group emails.

PLAYGROUND RULES

If required each grade will have a pre-assigned location where they will be permitted to play. However:

- Students who pre-ordered hot lunch will go during assigned times to pick it up.
- Before being dismissed to play, students will be required to eat in their own area during the first ten minutes of recess and lunch, and clean their area before leaving.
- While waiting for playground time, older students (3-8), **may not ever play on the equipment in the TK-K yard.**
- Students will hand sanitize/wash their hands when they leave the classroom and when they return.
- Students will share sports equipment such as balls, hula-hoops, jump ropes, etc.
- Students will be required to wash hands with soap before and after using the restroom.
- The drinking fountains are accessible for students use; however, it is suggested that students have an adequate water supply. We encourage the use of reusable sport type water containers.

During normal circumstances, 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.) **gum in the classroom or yard is an automatic detention.**
- 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 cannot be on the playgrounds or 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 areas –
- not on the playground, plaza, or in front of the classrooms.
- 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 discouraged.
- 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.
- Keep hands and feet to yourselves.
- Tackling and tag are not allowed at any time or place.
- No running in the Assembly area or Library plaza.

- 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 whistle blows pick up your belongings, get a drink, wash up, get to your line and wait quietly by the time the school bell rings
- 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.
- **No cell phones - automatic detention given**

LEAVING THE SCHOOL GROUNDS

Except in the case of injury, illness or other emergency, students will not be released during the school day unless a written or emailed notification from their parent/guardian is sent to the homeroom teacher and office prior to leaving the school premises. Students must be checked out through the school office, not from the classroom. Parents/guardians are reminded to keep these classroom disruptions to a minimum.

LIBRARY

Under normal circumstances, the use of the library is for reading and research. The library is a place to read. 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.

DAMAGED OR LOANED PROPERTY

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

F. OTHER SCHOOL INFORMATION

FINGERPRINTING/VIRTUS TRAINING/TB CLEARANCE

Before participating in ANY school activity with students, adults must be fingerprinted, be trained in the VIRTUS program, and must also have TB clearance.

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, Facebook, Instagram, Twitter, 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.

WORK PERMITS

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

SCHOOL SUPPLIES AND BOOKS

Students are required to have their necessary supplies in their classroom beginning the first day of school. The list of required supplies for each grade was mailed in June for returning and new students and is listed on GradeLink. Only required school supplies are allowed in school. **Smart watches, cameras, or recording devices are not allowed**

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, as this causes damage to the materials. A record is kept of the set of books being used by each child. Each student will therefore be held responsible for any lost or damaged books in his/her use. Parents/guardians are financially responsible for damaged books.

BACKPACKS

ONE small sized backpack for grades K-2. Rolling backpacks are allowed in grades 3-8. 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.

LOCKERS

Lockers are provided to middle school students (Grades 6-8) to provide an appropriate and secure place for students to store school books and school supplies. Use of the lockers is subject to the specific policies and guidelines as found in Appendix D - Locker Agreement.

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. At the end of each month, unclaimed school uniforms without names will be donated for Used Uniform Sales and other unclaimed articles without names will be sent to the missions; so please check immediately when you realize something has been misplaced. ***The school is not responsible for lost, damaged, or stolen items.***

ELECTRONIC DEVICES

St. John Eudes students are NOT allowed to bring any type of electronic devices to school except for the required laptops for Grades 3-8. (iPads for grades 1-2 only if the teacher requires each student to have their own device.) Automatic detention will be given to those students who bring in other devices that are not already approved. These devices will be confiscated, and parents/guardians will be able to pick it from the school office. ***The school is not responsible for lost, damaged, or stolen items.***

CELL PHONES

St. John Eudes understands the parent's/guardian's need for their child to have a cell phone on their person after school. Therefore, students in grades 5-8 will be allowed to bring their cell phone on campus. However, during the school day, students may not use their cell phones for communication.

- If a student needs to reach their parents/guardians during the school day, they may get a phone pass from their homeroom teacher to call from the school office. Students registered for EDP may use the EDP phone to contact their parents/guardians if needed.
- Parents are also expected to leave messages for students with the office staff if there is an important message that must be given during school hours, and not text their child.
- Cell phones are to be **turned off** during class time and school functions.
- Cell phones will remain in the student's backpack for the duration of the school day.
- A student may not audiotape, videotape, photograph, or use a cell phone or other device for the purpose of recording class without the teacher's or athletic director's permission.
- If the cell phone is used for cheating during a test, the student will be removed from the testing situation and appropriate disciplinary action will be taken for academic dishonesty.
- Teachers will confiscate cell phones that are in plain sight, rings, beeps, vibrates, or is heard during class, or that are otherwise used without permission from the teacher.
 - Students can pick up their cell phones in the front office at the end of the day.
 - As a consequence, a detention will be assigned to the student for the violation.
- Repeated offenses may require a parent/guardian to pick up the cell phone and may be denied the privilege of bringing their cell phone to school.
- Students and their parents/guardians agree that a school employee may inspect the contents of their cell phones as part of an investigation and/or in the interests of school security.
 - Students and their parents/guardians agree to cooperate and to provide access, including the applicable password.
 - Students and their parents/guardians agree that unannounced inspections will be at the discretion of the school administration.
- Multiple violations of the Electronic Acceptable Use Policies and Guidelines will result in disciplinary consequences appropriate to the circumstances, including suspension, or expulsion if warranted.

- The school is not responsible for the loss or theft of any cell phone whether confiscated or not. The school will not pay to replace for the loss or theft of any cell phone after they are confiscated.

TABLETS AND LAPTOPS

Tablets and laptops are an integral part of modern-day learning and teaching. Teachers use these devices to integrate technology into the curriculum and keep up-to-date with the most relevant and interesting teaching methods. Students are expected to be on the website or app that their teacher instructs them to be on. They are not to navigate to other websites at any time without consent from their teachers. Texting or messaging on any device during school hours is prohibited. Students who do not follow these rules will have their devices taken away for the day and sent up to the school front office. A parent or guardian will be contacted to collect the device and an automatic detention will be given to the student. The consequences for repeated misuse of tablets or laptops during the school day can lead to the student no longer being able to use technology while in school, suspension, or expulsion.

BIRTHDAYS

Individual birthdays are not celebrated at school. Please do not bring cupcakes or other treats for the student or class. **DO NOT HAND OUT INVITATIONS AT SCHOOL!**

Four times a year students' birthdays are recognized through a special celebration. 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.)**

Balloons are not allowed at school.

EMERGENCY CARD INFORMATION

Each family should fill out an emergency card information on GradeLink. Please check that all necessary information is included. It is important that you indicate the city & zip code. Emergency card information 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 information up to date. This is of utmost importance as a means of communication in case of emergency. Relatives & friends listed on your emergency card information 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 any medical insurance patient numbers, if applicable.

Be sure family Emergency card information and Emergency release/Carpool 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/Carpool form at the start of the school year. **Your child will be released only to those persons that are listed on Emergency Forms.** It remains in effect until June of the following year. If this information changes during the year, stop by the office and fill out a new release form.

FIRE DRILLS

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

EARTHQUAKES

Practice drops are held on the same day as fire drills as a means of preventing injuries in case of an earthquake. Each classroom is equipped with water, an emergency bag, and private porta-potty tent. Emergency Kits are stored in our Emergency Shed on the north end of the Mason parking lot along with the general emergency supplies.

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

LOCK DOWN

When police activity in the area warrants a lock down, the lock down code will be called by the administration. All classroom doors are already locked as part of our procedures. **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. Once cleared by authorities, students will be released only to those individuals who are listed on the emergency information card.

SMOG ALERTS/ HEAT ADVISORY

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 cancelled.

We will follow the advisory warnings from the National Weather Service (NWS). If the outdoor temperature reaches 100 degrees, recess and lunch will be indoors. If your child has a health condition, you may send a note requesting he/she remain indoors. Physical education classes will be restricted or held indoors when possible, and when the district advises, after-school sports will be cancelled.

At dismissal time, the school will follow rainy day dismissal procedures when outdoor temperature is 100 degrees or more. This means Grades TK and K, including their siblings, will be dismissed from the Kindergarten classroom. Grades 1 – 8 will be dismissed from the Middle School classrooms.

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 at all times.** We must build a community of trust and cooperation in the spirit of the Gospel of Jesus. Christian ethics require loyalty and sincerity. If there is a complaint or concern, please take it **directly to the teacher**, and then if necessary, to the principal.

NON-CUSTODIAL PARENT ACCESS TO INFORMATION

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

CHANGES TO THE HANDBOOK

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

PARENT AGREEMENT AND ACCEPTANCE

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 fundraising activities,
 - b. to assist in making up the deficit by assuming a share of the duties for fundraising and other support activities assigned by the principal, and
 - c. to abide the decision of the pastor should circumstances require us to request exemption from all or part of our obligations.

Acceptance

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

APPENDIX A

CODE OF CONDUCT FOR STUDENT WORKERS/VOLUNTEERS

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

As a student volunteer I will:

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

As a Student Volunteer I will not:

- Endorse, during my ministry, any view contrary to the teachings of the Catholic Church
- Commit an illegal or immoral act
- Smoke or use tobacco products
- Use, possess or be under the influence of alcohol or illegal drugs at any time while at work or volunteering
- Verbally threaten or physically abuse anyone
- Use profanity in the presence of children/youth
- Use discipline that frightens or humiliates a child/youth
- Touch a child/youth in a sexual, overly affectionate or other inappropriate manner
- Sexually harass, request sexual favors from, or make sexually explicit statements to anyone
- Place myself in a situation where my interaction with a child/youth cannot be witnessed

- Participate in private visits, parties or other activities with the children/youth unless approved by my supervisor
- Accept gifts from or give gifts to children/youth in my care without approval from my supervisor
- Tolerate inappropriate or bullying behavior by a child/youth towards another child/youth
- Fraternize with minors over the internet or through other forms of communication

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

Print Name of Youth: _____

Work or Volunteer Position: _____

School or Parish: _____

Signature of Youth Volunteer:

_____ Date: _____

Name and Signature of Parent or guardian:

_____ Date: _____

Name and Signature and Title of Witness:

_____ Date: _____

APPENDIX B

PARENT/GUARDIAN RELEASE FOR STUDENT OR MINOR (NON-COMMERCIAL)

Fillable PDF available at http://handbook.la-archdiocese.org/Handbook%20Resources/parent_guardian_release_for_student_or_minor_noncommercial_en.pdf

PARENT/GUARDIAN RELEASE FOR STUDENT OR MINOR (NONCOMMERCIAL)

This section to be completed by the Archdiocesan entity (school/parish/ACC) sponsoring the activity ("Location"):

Name of Location: _____

The Location intends to use your child's image, name, voice and/or work for noncommercial purposes relating to the event(s) or activity(ies) identified below.

Description of events/activities to which this Release applies:

Duration of Release: _____

This section to be completed by Parent/Guardian:

I, _____ am the parent/guardian of
_____, a minor.

I hereby authorize the Location to use the following personal information about my child:
(Please initial the applicable boxes)

Image: ☐yes ☐no Voice: ☐yes ☐no Name: ☐yes ☐no Work: ☐yes ☐no

I understand and agree that my child's image, voice, name and/or work ("Personal Information") relating to the events or activities described above will be used for noncommercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and agree that my child's Personal Information may be copied, edited and distributed by the Location in publications, catalogues, brochures, books, yearbooks, magazines, exhibits, films, videotapes, CDs, DVDs, email messages, websites, or any other form now known or later developed ("Materials").

The Location may use the Personal Information at its sole discretion, with or without my child's name or with a fictitious name, and with accurate or fictitious biographical material. The Location will not use the Personal Information for improper purposes or in a manner inconsistent with the teachings of the Roman Catholic Church.

I waive any right to inspect or approve any Materials that may be created using the Personal Information now and in the future. In exchange for the opportunity given to my child by the Location to participate in the activity, I agree that neither I, nor my child, will receive monetary compensation, royalties or credit. I understand and agree that the Location shall be the owner of all right, title and interest, including copyright, in the photographs, electronic recordings and Materials. If the Location intends to use the Materials for a commercial purpose, I will be provided at that time with information about the terms of the commercial use.



I hereby waive, release and forever discharge any and all claims, demands, or causes of action against the Location and its affiliated entities, employees, agents, contractors and any other person, organization, or entity assisting them with the photography, electronic recording or Materials, for damages or injuries in any way related to, or arising from the photography, electronic recording or Materials, or the use of the Personal Information, and I expressly assume the risk of any resulting injury or damage.

I further understand and agree that this Authorization remains in effect until it is withdrawn in writing. I understand that if I change my mind about this Authorization, that I will submit another, new authorization form to the Location. However, my new authorization will not have the effect of revoking this Authorization, and the Location will have no duty or obligation to make any changes or alterations to any Materials that may have been prepared based on this Authorization.

I represent that I have read this Authorization, understand the contents and am able to grant the rights and waivers it contains. I understand that the terms of this Authorization are contractual and not mere recitals. I am signing this document freely and voluntarily.

Signature: _____ Date: _____

Print Name: _____ Relationship to Child: _____

Address: _____

Telephone: _____ Cellphone: _____

Email: _____

Name of Child: _____ Age: _____



APPENDIX C

STUDENT AND YOUTH ACTIVITY PERMISSION FORM

Fillable PDF available at [http://handbook.la-archdiocese.org/Handbook%20Resources/student and youth activity permission form en.pdf#search=student%2520and%2520youth%2520activity%2520form](http://handbook.la-archdiocese.org/Handbook%20Resources/student%20and%20youth%20activity%20permission%20form%20en.pdf#search=student%2520and%2520youth%2520activity%2520form)

STUDENT AND YOUTH ACTIVITY PERMISSION FORM		
School/Parish/Other Archdiocesan Sponsoring Entity ("Location"): _____		
Place and Date of Event/Trip: _____		
Activity: Field Trip ☐ Retreat ☐ Other (specify) _____ Purpose: _____		
Description of Activity: _____		See Attached: _____
Mode of Transportation: _____		Total Field Trip Cost \$ _____
Teacher/Adult Leader: _____		Attire: _____
Minor's Name: _____		
Address: _____		
Date of Birth: _____ Male ☐ Female ☐ Grade _____		
I request that my child be permitted to participate in the above activity. I am not aware of any physical or medical condition my child has that would prevent my child from participating fully in this activity. My son/daughter has the following medical needs, allergies or dietary restrictions _____		
If my child needs to take medication while participating in this activity, I hereby give my child permission to self-administer his/her medication in accordance with the <i>Medication Authorization and Permission Form</i>, and, if my child cannot self-administer, I give permission to the responsible staff members or chaperones to administer or to assist in the administration of my child's medication. I also give permission to the responsible staff members, chaperones, medical practitioners and medical facilities to use their judgement in obtaining and providing medical treatment for my child should it become necessary to do so. I understand that health insurance benefits through the Location, if any, may have limited application, and that I am entirely responsible for the cost of all medical treatment provided to my child. I agree to reimburse the Location for the cost of any medical treatment and related expense incurred.		
Release of Liability: As a condition of participating in this activity, I hereby hold harmless, release and discharge The Roman Catholic Archbishop of Los Angeles, a corporation sole, Archdiocese of Los Angeles Education & Welfare Corporation and the Location, their respective agents and employees and any parent/volunteer/chaperone, from any and all liability, loss or claims for personal injuries, wrongful death or property damage that I or my child may suffer as a result of participation in the activity described above.		
Parent/Guardian _____		Date _____
Home Phone _____	Cell Phone _____	Work Phone _____
Person to Notify in case of Emergency if Parent or Guardian is unavailable:		
Name: _____		Phone: _____
Health Insurance Company: _____		Policy No.: _____

To be filled in by Location

To be filled in by parent/guardian

Page 1 of 1
Revised 2018

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APPENDIX D

LOCKER AGREEMENT

2026 - 2027

STUDENT NAME (PLEASE PRINT)

To the students and parents at St. John Eudes School:

St. John Eudes is providing middle school students with locker privileges as an appropriate and secure place for students to store schoolbooks and school supplies.

Below are guidelines to ensure that maintenance and security of these lockers.

- The school will assign each student a locker and a school-issued combination lock. Only school locks may be used to secure lockers. Students may not change lockers without administrative authorization.
- Lockers will be assigned for use during the school year. It is the student's responsibility to remove articles from the locker when not enrolled or at the end of the school year. At the end of the year, school personnel will inspect lockers and dispose of any articles left inside.
- It is the student's responsibility to keep the locker in good condition. Lockers should be kept clean and neat inside and out.
- It is the student's privilege to decorate the locker (aligned with Catholic values) that does not leave permanent markings or damage. (i.e. non-permanent locker shelves/book racks and magnets). No stickers or permanent adhesives. No writing or marking lockers.
- Nothing may be posted or hung on the outside of the locker.
- To avoid issues with pests, leaks, and smell, no food in lockers. Lunches and snacks will remain with students in their possession during the school day.
- Please report any problems or damage to the office. Locker condition will be assessed at the end of the year and if there is damage, students will be assessed a repair charge.
- Storage or possession of prohibited items at school including, but not limited to items listed in the Student Handbook is strictly forbidden. (i.e. items not aligned with Catholic values and/or potentially dangerous/hazardous or illegal items)
- Lockers are subject to inspection by authorized school personnel at any time. Student does not have to be present during search.
- Lockers are not an excuse for tardiness. Lockers may only be accessed at the beginning of the day, beginning of recess, beginning of lunch, and at the end of the day.
- Lockers remain the property of St. John Eudes School even while being used by students.

STUDENT SIGNATURE

PARENT SIGNATURE

DATE

APPENDIX E

ARCHDIOCESE OF LOS ANGELES

MEDICATION AUTHORIZATION AND PERMISSION FORM

Fillable PDF available at http://handbook.la-archdiocese.org/Handbook%20Resources/medication_authorization_and_permission_form.pdf#search=Medical%20Authorization

Location: _____

Part A to be completed by a licensed physician unless copy of prescription and original prescription bottle is provided containing the information requested in Part A.

I hereby request that my son/daughter be allowed to take the following medication(s) at the Location identified above and/or at a Location sponsored field trip, event or activity.

_____ Last Name of Minor	_____ First Name	_____ Sex	_____ Birth Date
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Name of Medication: _____

A. Physician's Instructions. (Complete where applicable)

Purpose of Medication or Diagnosis _____

Dosage Prescribed _____

Date/Time Schedule _____

Dose Form (tablet/liquid) _____

Please notify this office if patient misses medication ☐ Yes ☐ No

Medication may have adverse effects (explain) _____

Special instructions and/or comments: _____

Print Name of Licensed Physician _____

Signature of Licensed Physician _____

Date _____

Physician Address and Phone Number _____

B. Permission for Administration of Medication and/or Testing at Location and/or at Location sponsored Field Trip/Event/Activity: I request that my son/daughter identified above, be permitted to carry and use emergency medication (inhaler, epi-pen, insulin, etc.) and/or test for levels of blood sugar at the Location identified above and/or at a Location sponsored field trip/event/activity as prescribed by the physician above. I acknowledge and understand that no health care professional or other trained adult may be available at the Location or at the field trip/event/activity to assist, monitor or supervise my son/daughter's self-administration of medication or testing unless arrangements have been made in advance. In the event that my son/daughter is unable to self-administer or self-test, I agree that Location staff/chaperones may assist my son/daughter to the extent possible under the circumstances, but neither they nor the Location shall be liable for any adverse consequences or injury. I hereby give the Location staff/chaperones permission to call paramedics to render treatment to my son/daughter should that be necessary and to release medical information to first responders for that purpose. For all other medications, my son/daughter and I will comply with the Location's policies and procedures and will provide the Location with any medication my son/daughter requires in its original prescription bottle.

Parent/Guardian Name: _____ Emergency phone number: _____

Parent/Guardian Signature: _____ Date: _____



APPENDIX F

St. John Eudes School Athletic Contract Student Athletic Code of Conduct

St. John Eudes School Athletic Contract Student Athletic Code of Conduct

I realize that it is a privilege to participate in all athletic activities at St. John Eudes School. I hereby pledge to live up to my responsibilities as a participant by following the Student Athletic Code of Conduct.

General Code of Conduct for all participants in the St. John Eudes School Sports Program

1. I will play for fun and do my best to make sure that the activity is fun for all participants.
2. I will be a role model of good sportsmanship and character.
3. I will treat all participants, coaches, and the public with respect.
4. I will consistently work to improve my skills and be an asset to the TEAM.
5. I will play by the rules and never argue or complain about coaches or the officials' decisions.
6. I understand that if I receive three or more "N" s from three different teachers or one "U" on a trimester report card, I will be ineligible for next season's sport. I must show improvement to participate again.
7. I will attend all practices, games and team meetings. I understand that missing practices or games without permission from the Head Coach or Athletic Director may result to decreased playing time, game suspension and/or removal from the team.

Team Sports Code of Conduct for all participants on a St. John Eudes School Sports team

I understand that the athletic director/coach has the sole responsibility to decide who is on the team and who will play in a game, match, or contest.

1. I understand that my participation is a season-long commitment to my team, my coach, and myself. My school commitment comes first, before any park and club teams.
2. I will do my best to be at every practice and competition in the sport season. I understand that if I miss practice unexcused two times during this season, I may be dismissed from the team. If I cannot attend practice or a competition, I will contact my coach, A.D. or the school office at the latest, by the morning before practice or competition.
3. I will organize my time so that my academic responsibilities do not conflict with practices or competitions. I understand that my team commitment does not excuse me from maintaining academic excellence and that my presence at school is required on days of competition.
4. I will be personally responsible for all school athletic equipment checked out to me and will return it in good condition on the day appointed or will pay for the replacement of the gear.

I understand that the disciplinary action for not adhering to the St. John Eudes School Athletic Code of Conduct may range from a verbal warning to expulsion from the activity.

Student's Signature

Date

Family Name

St. John Eudes School Athletic Contract Parents Code of Conduct

Parents Code of Conduct

1. I will help my child meet responsibilities to the coaches and the team.
2. I will make only positive and encouraging comments to all players, coaches, and officials.
3. I will support the coach/team and not interfere from the stands or sidelines.
4. I will refrain from the use of tobacco and alcohol at all youth activities
5. I understand that discussions about coaches and playing time should not take place before, during or after game time. These discussions should be held privately by appointment.
6. Follow the 24 hour rule before approaching/contacting the coach.
7. I acknowledge that all coaching decisions are final. Any issues I have with a coach must be addressed directly with the coach.
8. In the rare instance that there is still no resolution on the issue, the parent should contact the Athletic Director and schedule a meeting with the parent/s, student athlete and Athletic Director.
9. If after this meeting the problem continues to exist, the Athletic Director will forward the issue to the school Principal and a possible meeting with all parties involved may be scheduled.

I have received, read, and agree to abide by the Code of Conduct for Parents.

Failure to adhere to the above Code of Conduct will result in suspension from viewing the games and/or practices.

Parent' s Signature

APPENDIX G

GRADING CRITERIA RUBRICS FOR WORK HABITS



St. John Eudes Work Habits Rubric College and Career Ready for the 21st Century

	OUTSTANDING	GOOD	SATISFACTORY	NEEDS IMPROVEMENT	UNSATISFACTORY
Organization (organization category can be applied to personal property, desk and cubby order, backpacks, and/or materials used in the classroom.)	<i>Consistently</i> prepared with the proper school and classroom materials, supplies and assignments	<i>Often</i> prepared with the proper school and classroom materials, supplies and assignments	<i>Sometimes</i> prepared with the proper school and classroom materials, supplies and assignments	<i>Seldom</i> prepared with the proper school and classroom materials, supplies and assignments	<i>Rarely</i> prepared with the proper school and classroom materials, supplies and assignments
Quality of Work (Classwork and Homework)	<i>Consistently</i> presents neat, complete and thorough assignments with a sense of pride by the due date, demonstrates a command of written and spoken standard English across all disciplines and meets and/or exceeds assignment requirements	<i>Often</i> presents neat, complete and thorough assignments with a sense of pride by the due date, demonstrates a command of written and spoken standard English across all disciplines and meets assignment requirements	<i>Sometimes</i> presents neat, complete and thorough assignments with a sense of pride by the due date, demonstrates a command of written and spoken standard English across all disciplines and meets minimum assignment requirements	<i>Seldom</i> presents neat, complete and thorough assignments with a sense of pride by the due date, demonstrates a command of written and spoken standard English across all disciplines and approaches minimum assignment requirements	<i>Rarely</i> presents neat, complete and thorough assignments with a sense of pride by the due date, demonstrates a command of written and spoken standard English across all disciplines and meets only a few assignment requirements
Works Independently	<i>Consistently</i> remains focused and on task without reminders, exceeds and meets requirements, is resourceful and prepared	<i>Often</i> remains focused and on task with few to no reminders, meets requirements, is resourceful and prepared	<i>Sometimes</i> remains focused and on task with few reminders, meets requirements, is resourceful and prepared	<i>Seldom</i> remains focused and on task the majority of the time with several reminders, meets minimum requirements, is resourceful and prepared	<i>Rarely</i> remains focused and on task with many reminders, does not exceed requirements, is resourceful and prepared
Initiative	<i>Consistently</i> follows directions and asks clarification when necessary. <i>Consistently</i> knows what tasks are at hand and is resourceful in completing tasks and being productive after assigned tasks. <i>Consistently</i> contributes comments and asks appropriate questions that add to the learning environment.	<i>Often</i> follows directions and asks clarification. Knows what the tasks are and can complete tasks. <i>Seldom</i> has to be reminded to remain productive after task completion. Frequently follows class procedures. Volunteers to ask and answer questions and make comments during discussion.	<i>Sometimes</i> follows directions. Asks for clarification, although may ask questions that have already been asked or that may be answered by reading instructions. Participates in class discussion when asked. May have to be reminded to remain productive after task completion and to follow class procedures for working and what to do when finished.	<i>Seldom</i> follows directions. Does not ask for help or clarification. When asked to participate, student cannot or will not answer, even with teacher coaching. Student may participate in a way that is disruptive to classroom environment. <i>Seldom</i> stays on task unless teacher is closely monitoring work and has to remind student to stay on task. <i>Seldom</i> completes task in a timely manner.	<i>Rarely</i> follows directions. Never asks for help or clarification. Student does not participate or if does participate, does so in a way that is disruptive to class learning. Student never stays on task unless monitored closely by the teacher or does not stay on task even with teacher reminders. Student seldom or never completes tasks.
Technology and Productivity Tools	<i>Consistently</i> practices an ethical and responsible use of technology and productivity tools, uses multiple human, digital and print resources to enhance learning, abides by school technology handbook/contract policies	<i>Often</i> practices an ethical and responsible use of technology and productivity tools, uses multiple human, digital and print resources to enhance learning, abides by school technology handbook/contract policies	<i>Sometimes</i> practices an ethical and responsible use of technology and productivity tools, uses multiple human, digital and print resources to enhance learning, abides by school technology handbook/contract policies	<i>Seldom</i> practices an ethical and responsible use of technology and productivity tools, uses multiple human, digital and print resources to enhance learning, abides by school technology handbook/contract policies	<i>Rarely</i> practices an ethical and responsible use of technology and productivity tools, uses multiple human, digital and print resources to enhance learning, abides by school technology handbook/contract policies

GRADING CRITERIA RUBRICS FOR BEHAVIOR



St. John Eudes Behavior Rubric Active Christians in their Catholic Faith

	OUTSTANDING	GOOD	SATISFACTORY	NEEDS IMPROVEMENT	UNSATISFACTORY
Christian Morality	<i>Consistently</i> follows the teachings of Christ and the Ten Commandments, expresses God's love through Christian service, applies the Six Pillars of Character to their daily lives, practices inclusiveness, upholds Christian morality, compassion, integrity, reverence and character	<i>Often</i> follows the teachings of Christ and the Ten Commandments, expresses God's love through Christian service, applies the Six Pillars of Character to their daily lives, practices inclusiveness, upholds Christian morality, compassion, integrity, reverence and character	<i>Sometimes</i> follows the teachings of Christ and the Ten Commandments, expresses God's love through Christian service, applies the Six Pillars of Character to their daily lives, practices inclusiveness, upholds Christian morality, compassion, integrity, reverence and character	<i>Seldom</i> follows the teachings of Christ and the Ten Commandments, expresses God's love through Christian service, applies the Six Pillars of Character to their daily lives, practices inclusiveness, upholds Christian morality, compassion, integrity, reverence and character	<i>Rarely</i> follows the teachings of Christ and the Ten Commandments, expresses God's love through Christian service, applies the Six Pillars of Character to their daily lives, practices inclusiveness, upholds Christian morality, compassion, integrity, reverence and character
Community Awareness	<i>Consistently</i> respects God's creation, celebrates cultural diversity, is a conscientious and caring citizen	<i>Often</i> respects God's creation, celebrates cultural diversity, is a conscientious and caring citizen	<i>Sometimes</i> respects God's creation, celebrates cultural diversity, is a conscientious and caring citizen	<i>Seldom</i> respects God's creation, celebrates cultural diversity, is a conscientious and caring citizen	<i>Rarely</i> respects God's creation, celebrates cultural diversity, is a conscientious and caring citizen
Leadership	<i>Consistently</i> educates themselves and others about justice, equity, and peace, takes initiative, engages in respectful dialogue with people who have different perspectives, is consistently respectful inside and outside of the classroom	<i>Often</i> educates themselves and others about justice, equity, and peace, takes initiative, engages in respectful dialogue with people who have different perspectives, is consistently respectful inside and outside of the classroom	<i>Sometimes</i> educates themselves and others about justice, equity, and peace, takes initiative, engages in respectful dialogue with people who have different perspectives, is consistently respectful inside and outside of the classroom	<i>Seldom</i> educates themselves and others about justice, equity, and peace, takes initiative, engages in respectful dialogue with people who have different perspectives, is consistently respectful inside and outside of the classroom	<i>Rarely</i> educates themselves and others about justice, equity, and peace, takes initiative, engages in respectful dialogue with people who have different perspectives, is consistently respectful inside and outside of the classroom
Self-Directed Learner	<i>Consistently</i> has a positive attitude towards school, is eager to learn, uses productivity tools purposefully to enhance learning, practices ethical and responsible use of technology and is actively engaged in the learning process	<i>Often</i> has a positive attitude towards school, is eager to learn, uses productivity tools purposefully to enhance learning, practices ethical and responsible use of technology and is actively engaged in the learning process	<i>Sometimes</i> has a positive attitude towards school, is eager to learn, uses productivity tools purposefully to enhance learning, practices ethical and responsible use of technology and is actively engaged in the learning process	<i>Seldom</i> has a positive attitude towards school, is eager to learn, uses productivity tools purposefully to enhance learning, practices ethical and responsible use of technology and is actively engaged in the learning process	<i>Rarely</i> has a positive attitude towards school, is eager to learn, uses productivity tools purposefully to enhance learning, practices ethical and responsible use of technology and is actively engaged in the learning process
Social Skills	<i>Consistently</i> take turns, shows courtesy, shares with others, uses praise, helps others, participates meaningfully, exemplifies politeness and friendliness	<i>Often</i> take turns, shows courtesy, shares with others, uses praise, helps others, participates meaningfully, exemplifies politeness and friendliness	<i>Sometimes</i> take turns, shows courtesy, shares with others, uses praise, helps others, participates meaningfully, exemplifies politeness and friendliness	<i>Seldom</i> take turns, shows courtesy, shares with others, uses praise, helps others, participates meaningfully, exemplifies politeness and friendliness	<i>Rarely</i> take turns, shows courtesy, shares with others, uses praise, helps others, participates meaningfully, exemplifies politeness and friendliness
Uniform/ Dress Code	<i>Consistently</i> adheres to all handbook policies regarding proper school uniform	<i>Often</i> adheres to all handbook policies regarding proper school uniform	<i>Sometimes</i> adheres to all handbook policies regarding proper school uniform	<i>Seldom</i> adheres to all handbook policies regarding proper school uniform	<i>Rarely</i> adheres to all handbook policies regarding proper school uniform

*Conduct = Behavior

ACCEPTANCE OF HANDBOOK

St. John Eudes School

Parent/Student Policies Agreement Form

(Please print except where signatures are required)

ACCEPTANCE OF PARENT/STUDENT HANDBOOK

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

Father's/Guardian's Signature _____ Date _____

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

Print student names and grades:

Student's First Name _____ Student's First Name _____

Grade _____ Grade _____

Student's First Name _____ Student's First Name _____

Grade _____ Grade _____

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

A PARENT'S PRAYER

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

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

MAKE ME COURAGEOUS FOR THEM, AS I WOULD HAVE THEM BE FOR 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 ABILITY TO GRANT THEM THEIR REASONABLE REQUESTS
AND THE COURAGE TO DENY THEM PRIVILEGES I KNOW WILL DO THEM HARM.

MAKE ME FAIR, JUST AND KIND.

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

IN JESUS' HOLY NAME.

AMEN