

St. Euphrasia Elementary School

Welcome

PARENT-STUDENT HANDBOOK



Welcome to St. Euphrasia School's Parent Student Handbook!

It provides essential information about the policies and procedures that the school expects parents and students to understand and follow. By reading the Handbook and signing the Acknowledgment, parents and students agree to be bound by the school's Code of Conduct and all other school policies and procedures. You can print out a copy of the Handbook if you wish, but the binding document is the one that is online. The school reserves the right to amend the Parent Student Handbook at any time. Parents/guardians will be notified of any amendments and will be asked to sign an acknowledgment of receipt.

Section-1-1

Introduction

This Parent Student Handbook is provided to you as a ready reference to all general and specific information about school policies and procedures. Please use the information to take full advantage of the educational and spiritual opportunities offered to all students.

Sections of this Parent Student Handbook are particular to the St. Euphrasia Elementary School (also referred to as location). Other sections are policies and procedures of the Archdiocese of Los Angeles, most of which can be found at <http://handbook.la-archdiocese.org/>.

Non-Discrimination Policy

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

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

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

Chapter-2

GENERAL INFORMATION

Section-2-01

Mission Statement and Philosophy

SCHOOL MISSION STATEMENT

St. Euphrasia School is a Catholic community dedicated to nurturing each student's faith, values, and stewardship while developing the academic achievement of all learners.

SCHOOL PHILOSOPHY STATEMENT

St. Euphrasia School is an intrinsic part of the parish community's Catholic education ministry. As facilitators of learning, we recognize the role of parents as the primary educators of their children. We provide an educational program that is sufficiently varied and flexible to foster the development of the whole person.

SCHOOL COLORS / MASCOT

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

Section-2-02

Integral Student Outcomes (ISO) / Learning Expectations

SCHOOLWIDE LEARNING EXPECTATIONS (SLE)

We believe in respecting ourselves and others.

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

We believe there is a scholar in each of us.

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

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

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

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

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

We believe we can make a difference!

Section-2-03

History of the School

HISTORY OF ST. EUPHRASIA SCHOOL: CELEBRATING SAINTS & SCHOLARS

St. Euphrasia School became a reality on August 21, 1964 with the arrival from Louisiana of three sisters of Our Lady of Mount Carmel. Construction of the school at the parish site began in the winter of 1964-1965. Prior to that, school classes were conducted in a renovated building on the grounds of a neighboring Granada Hills parish, St. John Baptist de la Salle. Classes for grades 1-3 commenced in the fall of 1964.

Mother John Berchmans was assigned as the first principal, and also taught third grade. Sister Eugenie and Sister Valey taught 1st and 2nd grades. A supportive parent's organization, known as the Parent Teacher Cooperative was established in the fall of 1965. The permanent school buildings were completed in 1966, and the school then moved from the grounds of St. John Baptist de la Salle parish. At this time, the school enrollment consisted of 250 students in first through fifth grades.

Each year, a grade was added, with the enrollment increasing to 432 students in the first through eighth grades. The Sisters of Providence of St. Mary of the Woods, Indiana, replaced the Sisters of Our Lady of Mount Carmel in 1972. They remained a part of the school until the year 1975. During that year, the school was transferred to an "all-lay" faculty. During the 1987-88 year, the first kindergarten class was started and the library and computer labs were then established.

The school enjoys an average enrollment of 245-255 students per year, with a maximum enrollment of 30 students per class, grades 1-8. Kindergarten has a maximum enrollment of 25 and TK has a maximum enrollment of 15 students. Our school mascot is a KNIGHT, and the school continues to carry on the parish tradition of honoring the past and celebrating the future.

ST. MARY EUPHRASIA PELLETIER

St. Mary Euphrasia was born Virginia Rose Pelletier (in France) during the French Revolution, on July 31, 1796. Her compassion for God's hurting ones urged her to enter the Order of Our Lady of Refuge at Tours in 1814. As a Superior of the House of Tours, she founded a contemplative branch, which is now known as the Contemplatives of the Good Shepherd. These sisters express their charism in a life devoted to prayer, solitude, work, and austerity. In 1831, Mother Euphrasia became the Superior General of the Congregation of the Good Shepherd Sisters. She founded 110 convents on five continents during her lifetime.

Today, the Good Shepherd Sisters continue their missionary zeal to heal the broken-hearted, save the abandoned,

fight for social justice and pro-life causes, and the bring hope into the lives of the marginalized, especially girls and women. The following are quotes of St. Euphrasia that continue to bring us meaning today: "One person is of more value than that of the whole world. "Nothing was too small, too arduous or too costly to put into action day or night for God's little ones.", and "If you always love one another, if you always uphold one another, you will be capable of working wonders!"

Section-2-04

Accreditation

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

St. Euphrasia School Elementary School is fully accredited by the Western Catholic Educational Association and the Western Association of Schools and Colleges.

Section-2-06

School Personnel Lists

School Administration

Pastor: Rev. Alden Sison
Principal: Ms. Lindsey Dall
Vice Principal: Mrs. Providence Fletcher
Office Manager: Mrs. Jessica Tran
Business Manager: Mrs. Rachel Carey

Faculty

Trans. Kindergarten: Mrs. Christine Lotta
Kindergarten: Mrs. Lisa Madariaga
Grade 1: Mrs. Providence Bellone-Fletcher
Grade 2: Mrs. Brenda Zaragoza
Grade 3: Mrs. Dana Theodore
Grade 4: Ms. Ally Jorgenson
Grade 5: Mrs. Brittney Aust
Grade 6: Mrs. Kari Alexander
Grade 7: Ms. Courtney Reynolds
Grade 8: Ms. Sarah Tobo
Physical Education: Mr. Tristan Stein
Learning Lab: Mrs. Kathy Louis
Music: Mrs. Patti McKenna (Gr. TK-2)
□ Mr. Alex Nizzoli (Gr. 3-8)
Visual Art: Ms. Jessica Moreno

Classroom Assistants:

Trans. Kindergarten: Mrs. Kim Gana
Kindergarten: Mrs. Robyn Vega
Grade 1: Mrs. Patti McKenna
Grade 2: Mrs. Renee Nagel

Grade 2: Mrs. Renee Hager
Grade 3: Mr. Joe Moreno
Grade 4: Mrs. Theresa Vajnar

Health Room: Ms. Missy Catherall

Librarian: Ms. Jane Harrier

Knights Club: AM Care – Mr. Joe Moreno; PM Care- Mr. Joe Moreno, Mrs. Fabiola Sesena, Ms. Victoria Gonzales, Mrs. Robyn Vega

Section-2-07

School Schedule and Calendar

DAILY SCHEDULE

SCHOOL SCHEDULE: MONDAY – THURSDAY

7:00 – 7:30 a.m.	Knights Club Morning Daycare
7:30 – 8:00 a.m.	Supervision for all students on the yard
7:55 a.m.	Line Up Bell
8:00 a.m.	Beginning of School Day
10:00 – 10:15 a.m.	1st Recess for Gr. 1-4
10:15 – 10:30 a.m.	2nd Recess for Gr. 5-8
10:15 – 10:45 a.m.	TK & Kinder Recess
11:45 – 12:15 p.m.	Lunch for Gr. 1-4
12:00 – 12:30 p.m.	Lunch for Gr. 5-8
12:00 – 12:30 p.m.	Lunch for TK & Kinder
3:00 p.m.	Dismissal for all grades
3:20 p.m.	Unsupervised children are taken to Knights Club
	(Parents will be billed for Daycare)
3:15 p.m. – 4:30 p.m.	After-school sports & classes
3:20 p.m. – 5:00 p.m.	Knights Club Extended Daycare

SCHOOL SCHEDULE: FRIDAY (1:30 P.M. EARLY DISMISSAL)*

7:00 – 7:30 a.m.	Knights Club Morning Daycare
7:30 – 8:00 a.m.	Supervision for all students on the yard

7:55 a.m.	Line Up Bell
8:00 a.m.	Beginning of School Day
8:30 – 9:30 a.m.	School Mass
1:30 p.m.	Early Dismissal for all grades
1:50 p.m.	Unsupervised Children are taken to Knights Club (Parents will be billed for Daycare)
1:50 p.m. – 5:00 p.m.	Knights Club Extended Daycare

**Same recess & lunch times apply*

SCHOOL SCHEDULE: MINIMUM DAY (12:30 P.M. EARLY DISMISSAL) *

7:00 – 7:30 a.m.	Knights Club Morning Daycare
7:30 – 8:00 a.m.	Supervision for all students on the yard
7:55 a.m.	Line Up Bell
8:00 a.m.	Beginning of School Day
12:30 p.m.	Early Dismissal for all grades
12:50 p.m. – 5:00 p.m.	Knights Club Extended Daycare

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

SCHOOL CALENDAR

The yearly calendar is posted on the school website (under Current Families - Quick Links):

<https://steuphrasiaschool.org/myeuphrasia/>

Section-2-08

School Map

Section-2-09

School website and social media

The school must own and control all internet presence including all social media. Individuals or groups may not personally launch anything that can be regarded as owned, sponsored, endorsed, or supported by the parish, school, or any related or affiliated ministry. Individuals or groups may not host any school website on their own domain or with a web hosting service that does not have a contract with the school itself. Those who violate this section will be asked to shut down their site or turn it over to the school. Failure to comply may result in removal

section will be asked to shut down their site or turn it over to the school. Failure to comply may result in removal of student from school.

SCHOOL WEBSITE

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

GRADELINK

[Gradelink](#) is the communication system used to reach parents via text messaging (cell phone) and e-mail for emergencies and occasional announcements. Please be sure that information is up to date in case of an emergency and notify the office if there are any changes (ie: email, phone number, authorized emergency adults, etc.).

ST. EUPHRASIA SCHOOL SOCIAL MEDIA PAGE

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

Facebook: www.facebook.com/stecatholicschool/

Instagram: @st_euphrasia_school

Section-2-14

Dress/Uniform Code

DRESS/UNIFORM CODE

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

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

Boys' Uniforms

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

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

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

Sweatshirt – Dennis Uniform sweatshirt with school logo.

Outerwear – Dennis Uniform navy blue jacket with school logo.

Girls' Uniforms

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

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

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

Sweatshirt – Dennis Uniform sweatshirt with school logo.

Outerwear – Dennis Uniform navy blue jacket with school logo.

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

Skorts/Skirts – Dennis Uniform navy blue or belair plaid - no more than 3" above the knee.

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

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

P.E. Uniforms

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

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

Mass Uniforms

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

Uniforms must be purchased from Dennis Uniform

209 Victory Blvd. Woodland Hills, CA 91367

Phone: (818) 887-5376 • Fax: (818) 887-2391

Online store: <http://www.dennisuniform.com/>

Order in-store or on-line at <http://www.aennisunitorm.com/>

School Code: SH00AP

NON-UNIFORM DRESS CODE

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

GRADUATION ATTIRE

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

Section-2-15

Relationship of School to Parish

RELATIONSHIP TO THE PARISH

St. Euphrasia School is a Catholic school where students are taught to live their faith by worshipping at Mass weekly, asking forgiveness of God and others, being of service to others and growing in personal prayer. We provide students with the foundation to become lifelong learners who choose Christ as their model. The pastor is ex officio the chief administrative officer of the parish school.

The immediate direction and supervision of the school is delegated to the school principal. The principal, as a delegate of the pastor, has immediate responsibility for implementing the philosophy of the school in its regular operation. St. Euphrasia School is an integral ministry of the St. Euphrasia Parish Community. Close communication among all parish ministries facilitates the proclamation of the gospel message.

Topic-2-16-4

School Boards

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

Topic-2-16-5

Parent or Parent-Teacher Organizations

CONSULTATIVE SCHOOL COUNCILS & PARENT ORGANIZATIONS

ST. EUPHRASIA SCHOOL PARENT TEACHER COUNCIL (PTC)

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

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

ROOM PARENTS

The role of the Room Parent is to support the classroom teacher in every way so they can create a learning environment that nurtures and challenges each student in their care. Every class and teacher has unique needs, with some classes needing more daily support than others. Room Parent support is critical to the Parent Teacher Council (PTC) in their community building and fund-raising efforts. Room Parents are also the primary contact for school emergency issues as a designated "first contact" at the direction of the principal or designated site administrator. Room Parents contact and encourage parent involvement in school and parish related activities at the discretion of the PTC Board, School Principal and the Head Room Parents. The Room Parent is also the primary helper for the teacher on class field trips.

Topic-3-1-1

Introduction

RELIGIOUS KNOWLEDGE & PERSONAL FAITH EXPERIENCE

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

Topic-3-1-3

Additional Practices

FAMILY PRESENCE AT WEEKLY MASS

As a Catholic school, we recognize that there is no greater opportunity for parent-directed religious education than presence at Saturday evening / Sunday Mass. As a parish school, it is understood that weekly Sunday Mass attendance provides tremendous opportunity for community building in a Christ-centered environment. It is therefore essential to our mission as Catholic educators, in partnership with parents, that families attend Mass on a regular basis. As the primary religious educators of their children, parents are encouraged to consistently follow through on this most serious obligation.

Section-3-2

Sacraments (First Reconciliation, First Communion, Confirmation)

SACRAMENTAL PREPARATION

Families of students in Grade 2 must be willing to participate in the Parish Sacramental Program that is conducted in cooperation with the Parish Religion Education Office. Participation in this program is required as an established partnership between the parents and parish community. Participation is a condition of the child receiving the sacraments of Reconciliation and First Communion. The program for parents and children begins in the fall of their second-grade year. Dates and times for classes will be sent to each parent and posted in the various school and parish calendars.

Section-3-5

Christian Service Program

COMMUNITY SERVICE

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

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

- Monthly donations to MEND
- Weekly Mass Collection for various causes (victims of natural disasters and ongoing service projects)
- Rancho San Antonio Resident Christmas Program
- Funding of the education for 12 students in Uganda (Deacon Joachim's nieces and nephews)
- Friends of the Cross Medical Clinic in Nigeria (Fr. Anselm Nkwana project)

- Good Shepherd Shelter
- Juvenile Diabetes Foundation
- American Heart Association (Jump/Hoops for Hearts)
- Leukemia/Lymphoma Society

Section-3-6

Retreats

RELIGIOUS RETREATS

Religious retreats are scheduled for students in Gr. 2 (twice a year as part of their sacramental preparation for First Reconciliation and First Holy Communion) and Gr. 8. In addition, religious retreats for 2-8 are implemented throughout the year per the request of the teacher.

Topic-4-03-4

Inoculation requirements of the CA Department of Health

INOCULATION REQUIREMENTS OF THE CA DEPARTMENT OF HEALTH

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 Transitional Kindergarten 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. See [California Immunization Requirements](#) for more information.

Section-4-04

Absence, Tardiness, and Truancy

Topic-4-04-1

Absence

ADMISSION AND ATTENDANCE

Parents and students must realize the importance of consistent attendance at school – especially in consideration to punctuality each day. Under California law, students are expected to attend school every day, unless there is a valid reason for an absence. All children who are between the ages of six and eighteen must be enrolled in school.

A student who is absent from school more than three consecutive days (without written or verbal notification to the school) is considered truant. Students who are habitually absent are then subject to dismissal and a report of student absences are submitted to the local public agency superintendent or Child Welfare authorities.

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.

MEDICAL APPOINTMENTS

When time is spent in medical and dental appointments, this is referred to as a medical absence. **Please try to schedule appointments outside of the school day. If this is not possible, a note from the doctor must be presented to the school before the absence can be entered in the Attendance Register as a medical absence. Frequent absences of this type are detrimental to the student's class work and should be kept to a minimum.

Topic-4-04-2

Absences with Acceptable Excuse

ABSENCES WITH ACCEPTABLE EXCUSE

If a child is absent from school, parents must notify the school office on/before the day of the absence. Parents are asked to call the school office (818-363-5515) and if it is after hours, to leave a voicemail message or email the Health Office (mcatherall@stemail.org). Upon returning to school after an absence, a written excuse stating the reason for the child's absence must be presented to the teacher. The school accepts no liability for a student absence unless the parent has contacted the school to inform the school that the student will not be attending for the day. Students who come to school repeatedly without parent notification of the reason for absence will be required to come to the office for a re-admit slip that will be sent home for parent signature.

If a child is diagnosed with a contagious disease (i.e.COVID, lice, chicken pox, streptococcal virus, or conjunctivitis, etc.), parents must notify the school Health Office so that precautions can be taken and notifications sent home. In most cases, a physician's statement will be required for the student to be able to return to school. A child may not return to school after an illness until a normal body temperature is maintained for a 24-hour period without the aid of fever-reducing medication.

Topic-4-04-3

Extended Absences

EXTENDED ABSENCES

Parents must notify the principal and notify all of the child's teachers in writing at least two weeks prior to departure for an extended absence. When a student is absent for twenty (20) or more days in a trimester, official grades may be withheld, and the student is at risk for an "incomplete" notification on their permanent school record. This decision is left to the judgment of the principal in consultation with the teacher. Advance assignments will be given at the discretion of the teacher(s). All assignments/tests will have to be made up upon the student's return within a time limit set by the teacher(s).

Students who are absent or tardy are held responsible for any work they may have missed. Students who miss more than 20 days per trimester are subject to failure or grade level retention at the end of the school year. An incomplete be given for missing work, and If the work is not completed in the specified time, the incomplete becomes a failure (F). Policies on being able to make up testing and assignments are as follows:

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

VACATIONS

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

Topic-4-04-4

Leaving School Early

LEAVING SCHOOL EARLY

Occasionally, a student may have a medical appointment and needs to be picked up early in the Health Room. At no time during the school day are pupils allowed to leave the school grounds, even during recess or lunch period, unless the student has been signed out by a designated adult (parent or those adults indicated on the student's emergency card). If arrangements have been made for the child to be picked up, the parent or legal guardian must present himself/herself to the school Health Office (not the classroom) before the child is released. The child is then signed out and released to the authorized adult.

If someone other than the parent or guardian is picking up the child, a signed note from the parent or legal guardian must be presented before the child will be released. A child who re- enters school the same day must sign in at the school office and receive an admittance slip to go back to class. Students who do not have signed parental permission will not be allowed to go home with any other individual, including another student.

Topic-4-04-5

Tardiness

TARDINESS

It is the responsibility of the parent to see that the student arrives at school by 7:55 a.m. each day. Students who are not in line when the final bell rings (8:00 a.m.) are considered late to school. Late students must be

accompanied by a parent and enter the school building at the Mayerling gate where they will be checked in. Any student with three tardies in a week is subject to administrative referral. Habitual tardiness (without a valid excuse) is a serious disregard for school regulations and interferes with student learning. Plans should be made to avoid unexpected delays. Students who are tardy in excess of 10 days per trimester are ineligible for Honor Roll recognition.

Topic-4-04-6

Truancy

TRUANCY

California law defines and establishes the requirements regarding truant students (those who are absent from school without an acceptable excuse).

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.

Section-4-05

Communications Procedures

COMMUNICATIONS PROCEDURES

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

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

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

It is important that parents and teachers recognize the necessity of proper communication. Any matter involving a student's work or behavior should be discussed with the teacher first. Call the school and leave word with the school office personnel. Teachers/Administrative staff will get back to you with a suitable time and place for the

school office personnel. Teachers/Administrative staff will get back to you with a suitable time and place for the conference.

Topic-4-05-1

Parent Teacher Conferences

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

Topic-4-05-2

Parent Messages and Phone Calls

At St. Euphrasia School, we strive to communicate our policies and procedures to you in a variety of ways, so that all school community members are kept informed. Parents/guardians are encouraged to contact the school, during school hours, with questions/concerns. Every effort will be made to respond to questions/concerns in a reasonable, appropriate and timely manner.

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

Topic-4-05-3

Parent to School Communication

SCHOOL COMMUNICATION: WEEKLY NEWSLETTER

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

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

*****Note that all school flyers must have the approval of the school principal prior to distribution to students or parents.***

BACK TO SCHOOL NIGHTS

At the beginning of the school year, Back to School Nights are scheduled for each grade. Parents and teachers meet together to learn about classroom procedures, and the teacher's yearly expectations.

Parents can communicate with their child's homeroom teacher using written, telephone or e-mail contact. Please note that a record of all correspondence is kept in the school office year to year. Teachers are required (by the school administration) to contact parents within a reasonable amount of time. This is defined as within 2 business days.

CALENDAR

The official school year calendar (for elementary schools) is issued by the Archdiocese of Los Angeles, Department of Catholic Schools. The official calendar allocates days for pupil instruction and additional days of in service. The St. Euphrasia School administration and teaching staff then set the calendar to reflect the local school and parish activities. The revised calendar is sent to each school family during summer (for the upcoming school year). An updated yearly calendar is emailed to families on the first day of school. Yearly, monthly, and sports calendars can also be found on the school website.

PARENT TEACHER CONFERENCES

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

MESSAGES/CALLS HOME

Students are not given access to the use of the school phone for personal/non-emergency use. The use of the school phone for students is granted on an emergency or "as needed" basis (i.e. to call home in the event of a rescheduled sports event). If it is necessary to bring an item to the school for a student, it should be brought to the Health Office. Students will only be called out of class if necessary (i.e., for medical appointments). Items delivered to the school will be delivered to the student at the appropriate time

VERBAL/WRITTEN CONFIDENCES POLICIES

Teachers, counselors, and other school personnel must respect the verbal or written confidences of adults and students, except in cases where the health and safety of the student or others is involved.

Section-4-07

Safety and Security Procedures

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

EMERGENCY DRILLS

St. Euphrasia School personnel are trained to respond appropriately in the event of emergencies. The procedures for all emergencies are contained in the school's Emergency Plan. The school is required to maintain provisions in the event of a natural disaster/emergency. Fire and Earthquake drills are conducted on a monthly basis. During these drills, students practice safety and security procedures to follow in the event of an emergency.

If evacuation from the school site is necessary, the children will be taken to a designated evacuation center. (Keep tuned to your radio for this information.) When the children are picked up from school or the evacuation center, it will be necessary for someone to sign for the children and indicate where each child is going. EACH child will be released to a parent or to someone authorized by the parent (on the Earthquake Emergency Authorization card). Keep your child's records updated regarding release to individuals.

NATURAL DISASTERS OR UNEXPECTED EMERGENCIES

Require that parents respond as follows:

FIRST DAY – Follow the decisions of the local public schools in our geographic area (Robert F. Frost Middle School, Van Gogh Elementary School, El Oro Way Elementary School, Rinaldi Adult Center). Listen to radio stations KGIL

1260 or KNX 1070 between 6:00 and 8:00 a.m. during an ongoing disaster.

SECOND DAY – Danger will be re-assessed and appropriate action taken. If the school is to remain closed, a reasonable effort will be made to contact you, using the school emergency information School Reach system.

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

FIRE DRILLS

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

EARTHQUAKES

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

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

LOCK DOWN

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

SMOG ALERTS

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

EMERGENCIES

Parents are notified immediately of serious injury or illness that may occur during school hours. For this reason, you must notify the school office when there is a change of phone number or persons to be contacted when parents cannot be reached. It is understood that enrollment at St. Euphrasia School confers upon the school the obligation to select emergency care providers in the absence of our ability to reach the parents and that no liability would attach to such a decision in the event that parents cannot be reached.

Section-4-08

Arrival/Dismissal Procedures

ARRIVAL AND DISMISSAL

The safety of our students depends on all drivers following these procedures. All cars enter the yard using the Mayerling gate driveway entrance. Please note that this beginning part of the traffic pattern will be the same for morning arrival, afternoon dismissal, and rainy day carlines. We are required by the LAPD to have a published carline route and to require all parents & guardians to use it. Parents and students may not use the Mayerling gate to walk onto the yard.

All cars arriving for morning drop-off or afternoon pick-up should join the carline on Shoshone, even if approaching from Rinaldi or Mayerling. Proceed past the four-way stop and head north on Shoshone to the turn-around behind the church. Use that to join the south-heading carline. If you arrive for dismissal early, please be careful not to block traffic by double parking. Line up behind and parked cars. Once the carline begins moving, then you can move forward.

- **MORNING CARLINE DROP-OFF (7:30-7:55 AM):** Enter through the Mayerling driveway. There will be parking on your right. You may park and walk your child to their class' designated waiting area. You may also pull up alongside the cone line and slow your child to exit your vehicle as if at a curb. Cars will exit the school grounds using the Shoshone gates, making a right turn only. **The last 5 to 10 minutes before school starts are the busiest moments of morning drop-off.
- **AFTERNOON CARLINE PICK-UP (M-TH 3:00-3:20 PM, FRI 1:30-1:50 PM):** The Mayerling gate will open at 3pm Monday-Thursday and at 1:30pm on Fridays. Please park in the spaces to your right and walk towards your child's classroom (grades TK through 5th). Middle school students (6th-8th) will be outside near the parish hall. When returning to your car, please ensure that your child(ren) remains by your side. Cars will exit the school ground using the Shoshone gates, making a right turn only. **Please keep in mind that the first 5 to 7 minutes of the afternoon pick-up are the busiest.

STUDENT RELEASE

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

WALKING HOME

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

CHANGE OF CAR POOLING/PICK-UP

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

AFTER SCHOOL SPORTS

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

KNIGHTS CLUB DAYCARE

Children who arrive at school before 7:30 a.m. or remain at school 20 minutes after dismissal (who are not under supervision of an adult) are required to sign in with Knights Club staff for after school care. The parents/guardians will be charged accordingly. Mandatory sign-in procedures are explained to all students and parents and adherence to the school policy in this matter is critical to the safety and welfare of all students.

Automobiles/Parking Lot

The zone in the front of the school is designated as a No Parking Zone by the L.A.P.D. Parking is prohibited there at all times. The Mayerling St. gate is for pedestrian use only. Students may NOT be dropped off at this gate.

Topic-4-11-04

School Procedures for Immunization and Screenings

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 Transitional Kindergarten 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.

SCREENINGS

Students undergo required health screenings every two years (alternate classes each year). Vision, hearing and scoliosis screenings are required by the CA Dept. of Education for all schools, public and private. Screenings are done by a licensed health professional. They will notify you if there is a need to have a further medical examination.

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

LICE

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

Topic-4-11-09

Allergies

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. If your child needs to carry an EPI Pen at school, it must be delivered by the parent/guardian to the office in the original labeled prescription, together with the Medication Authorization form signed by the health care provider and parent/guardian.

Topic-4-11-12

Accident Procedures

ACCIDENT PROCEDURES

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

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

Section-4-14

International Students

The Archdiocese of Los Angeles welcomes international students. Through the cultural exchange of learning, praying, playing, and growing together, the presence of these international students enriches the educational and religious experiences of everyone in the school community.

All international students who do not live with a relative must live with host families who are identified on the student's I-20 forms. Student apartments, dormitory-style living, and unsupervised living are not permitted, even if the students are 18 years old or older.

The school is not involved in the selection of host families. A letter from the student's parents/guardians that identifies and approves the host family and place of residence is required.

The parents/guardians, host family, and/or Agency, if used, shall notify the school if there is any change in the student's host family or residence.

Faculty, staff, coaches, and/or their spouses may not serve as host families or guardians.

Host families are required to meet with the school for orientation and periodically thereafter. Host families must attend meetings and functions required of domestic parents/guardians. Host families that are not contractually required to attend safe environment training are nevertheless encouraged to do so.

All international students are required to be enrolled in a religion course for a grade/credit each semester (see Knowledge of the Faith). The international student will be expected to participate, as appropriate, in religious functions and events.

The school is not permitted to waive all or part of international students' tuition, or grant them any type of scholarship or financial aid. The full international student tuition must be listed on the [I-20 form](#) and the school is bound by federal regulation to collect the specified amount.

For more information about international students see: <http://handbook.la-archdiocese.org/chapter-13/section->

Chapter-5

ACADEMICS

Section-5-01

Curriculum

CURRICULUM OFFERINGS

The curriculum and texts are approved by the Archdiocese with Religion as the central course in our curriculum. We follow Common Core State Standards for English Language Arts (ELA) and Mathematics. We follow the time allotment set by the Department of Catholic Schools; and participate in the evaluation of academic achievement (STAR) as well as religious knowledge and practice (ACRE) annually. We are also part of a network of schools that enhance our curriculum with a STREAM (Science, Technology, Religion, Engineering, Arts, Math) focus. Spanish is taught to all students Grades TK-8. Curriculum offerings include: Religion • Mathematics • Fine Arts/Theater Arts • Reading/ELA • Science • Social Studies • Music • Spanish (Gr 1-8) • Writing • Physical Education

FINE ARTS

Students in grades TK-8 receive weekly instruction in music and art. Students in all grades participate in music and art activities that are central to monthly school themes and special activities and traditions (i.e. The Christmas Program, Grandparent's Day, The Arts Festival, etc.). Students in all grades participate in the school activities. Students in grades 4-8 are enrolled in visual art and students in grades 6-8 are enrolled in theater arts each trimester.

PHYSICAL EDUCATION

Physical Education (P.E.) is a vital link in the total education process. Exercise, running, motor and progressive skills are provided at all grade levels. Through instruction in various games, individual and team sports, students are made aware of good sportsmanship through active involvement with their classmates outside of the classroom. A detailed summary of the Dress Code, standards for Boys and Girls, Grading Process and Weekly Schedule is sent home in the Family Envelope at the start of the school year.

LIBRARY

The school library houses books, periodicals, and religious materials. Library time is incorporated into the classes' schedules. The library is opened during recess and lunch one day per week. Grade level appropriate library skills are taught in the classroom. Students in grades 1-8 visit the school library on a weekly basis. Books are checked out for a period of one or two weeks. The library is staffed by a part-time librarian and by parent volunteers.

STEP AND MAP PROCESSES

St. Euphrasia School strives to serve children with varied learning needs so they may be successful in all aspects of school life. All educators in Archdiocesan schools follow "Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)." The STEP team is a school support team that includes the parents/guardians, the classroom and/or homeroom teacher, the school administrator and/or the STEP team coordinators, other school personnel, and the student, when appropriate. The goal of the team is to gather information and work together to support the student's educational needs in the classroom. The STEP team reviews report cards, standardized test scores,

the student's educational needs in the classroom. The STEP team reviews report cards, standardized test scores, cumulative records, work samples, discipline records, and other data. The team will use the data to create an individualized action plan to identify your child's strengths and areas of concern, implement support strategies, identify responsible persons, and schedule timelines for progress.

LEARNING LAB

This program is supervised by a teacher who assists students who may require extra support (or enrichment) to achieve grade level proficiency in core subjects (reading, math, language arts). Students are referred to the Learning Lab by their homeroom teacher, and parent permission is obtained for all students. Students are provided with 1:1 and small group instruction to help them build proficiency in grade level skills. Students who participate in the Learning Lab program are regularly monitored through the school's STEP process.

C3 IGNITE ARCHDIOCESAN PROGRAM

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

Topic-5-01-1

Religion Curriculum

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

Topic-5-01-2

Honors/Advanced Placement/International Baccalaureate

Awards are presented at the graduation ceremony for students who have achieved the following:

- Honors Entrance to High School
- Honor Roll Status for the previous two years (grades 7 & 8)
- Good citizenship during their years at St. Euphrasia School

The President's Awards for Academic Achievement/CJSF are also awarded to students who maintain consistent

Honor Roll status and who achieve a high score standard on a national exam.

The Pastor's Award (\$500 scholarship) is presented at graduation to one student from the 8th grade.

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

Topic-5-01-3

Homework

The purpose of homework is to reinforce material already taught in class and to foster habits of independent study. Generally, no homework assignment is given on Fridays with the exception of make-up work or long-term assignments. No homework is given on holidays, or Christmas/Easter breaks (with the exception of finishing assigned projects). Parents of students in all grades should access Gradelink for information on grades and assignments. Please note however, that parent/student access will be locked during the weeks of interim and trimester reports.

During the summer, students in Grades TK-5 will receive a suggested summer reading list for enrichment. In Grades 6-8, students will receive a summer reading list with requirements. The student will need to be prepared to discuss the book they read upon return to school in the fall.

Topic-5-01-4

Graduation Requirements

Eighth grade students are expected to achieve grade level proficiency in order to merit promotion to high school. Students are also required to meet service hour requirements prior to their graduation. A notice will be sent to the student's enrolling high school if they have failed to maintain grade level proficiency. Final grades are sent to the high school at which the student was accepted. All required tuition and fees must be paid in full in order for a student to participate in graduation/end of the year activities.

Topic-5-02-1

Assessments

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

All students in grades 2-8 participate in the STAR benchmark assessment program for the subjects of ELA and Math. These assessments take place in the fall, winter and spring of each school year. The benchmark assessments are considered "formative" (an assessment of how a student is mastering the content of their specific grade level expectations), and instruction is adjusted by teachers to ensure grade level mastery for the students they teach. This information is also used to help guide remediation, support and to avoid the "re-teaching" of content that students have already mastered. The Assessment of Catholic Religious Education (ACRE) is administered to students in grades 5 and 8 each year. The assessment is designed to assess the religious knowledge and outcomes

of Catholic schools and parish religion programs.

Topic-5-02-2

Grading Scale

ACADEMIC GRADING KEY

Transitional Kindergarten and Kindergarten M = Mastery T = Needs More Time to Develop X = Emerging Skills **Grades 1 through 34** – Proficient (The student significantly and consistently demonstrates knowledge, application, and extension of the grade level standard.) 3 – Meets (The student consistently demonstrates independent knowledge of the grade level standard.) 2 – Approaching (The student demonstrates partial knowledge of the grade level standard.) 1 – Minimal (The student demonstrates minimal or limited knowledge of the grade level standard at this time.) X - The standard has not been addressed at this time. Work habits and behavior: O = Outstanding S = Satisfactory/Good U = Unsatisfactory G = Very Good NI = Needs Improvement Skills: + = Area of Strength √ = Area for Improvement **Grades 4 through 8** Subjects: A = 93 – 100% C+ = 80 – 84% D+ = 67 – 69% B+ = 90 – 92% C = 75 – 79% D = 63 – 66% B = 87 – 89% C- = 70 – 74% D- = 62% or below B- = 85 – 86% Work Habits/Behavior: O = Outstanding S = Satisfactory U = Unsatisfactory G = Very Good NI = Needs Improvement Skills: + = Area of Strength √ = Area for Improvement The Grade Ranking is described as follows: A/O = Consistently exceeds content-area standards and expectations. Student demonstrates mastery of skills and knowledge through a variety of assessments. Student's work is indicative of consistently superior performance. B/G = Frequently meets content-area standards and expectations and sometimes exceeds content-area standards and expectations. Student demonstrates proficiency in skills and knowledge on most assessments. Student's work is indicative of solid academic performance. C/S = Mostly meets content-area standards and expectations and sometimes approaches content-area standards and expectations. Student demonstrates a partial mastery of prerequisite skills and knowledge required for proficiency in the content-area. Student is able to demonstrate partial mastery on most assessments. Student's work is indicative of a basic understanding and application of skills and knowledge in this content-area. D/NI = Sometimes meets content-area standards and expectations. On most assessments, student demonstrates the need for support to achieve partial mastery and proficiency. Student's work is indicative of minimal preparation and practice in the attainment of basic skills and knowledge that will allow the student to progress to proficiency. **RUBRICS** A rubric is a scoring tool that lists the criteria for a piece of work, or "what counts" (for example, purpose, organization, details, voice, and mechanics are often what count in a piece of writing); it also articulates gradations of quality for each criterion, from excellent to poor. When a teacher uses a rubric for student work/projects, it is shared with the student/parent.

Topic-5-02-3

Elementary School Grade Reporting

REPORT CARDS

Report cards are accessible online through Gradelink on a trimester basis for students in Grades 1-8. TK and Kindergarten Report Cards are given twice a year, at the end of the 2nd and 3rd trimesters. Formal Parent-Teacher Conferences are held in December for all parents. Parents should review the report card with the child. If students are doing less than satisfactory work, the teacher should arrange to talk or meet with the parents to discuss the problem.

INTERIM PROGRESS REPORTS

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

Topic-5-02-5

Make-Up Work/Absences

Students who are absent or tardy are held responsible for any work they may have missed. Students who miss more than 20 days per trimester are subject to failure or grade level retention at the end of the school year. An incomplete may be given, and all assignments/test will have to be made up upon the student's return within a time limit set by the teacher(s). If the work is not completed in the specified time, the incomplete becomes a failure (F). Policies on being able to make up testing and assignments are as follows:

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

Section-5-03

Standardized Testing

TESTING AND ASSESSMENT

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

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students have already mastered. THE ASSESSMENT OF CATHOLIC RELIGIOUS EDUCATION (ACRE) IS ADMINISTERED TO students in grades 5 and 8 each year. The assessment is designed to assess the religious knowledge and outcomes of Catholic schools and parish religion programs.

Section-5-04

Recess and Lunch/Nutrition

SNACKS

Time is allowed for a small nutritious snack during recess. Snacks should be eaten while seated outside on a bench away from the school building. Special snacks may be provided for birthdays and are to be dropped off in the School Health Office by 9:30am. Parents are to defer to their child's teacher as to the type of snacks that are preferred. Please note that students are not allowed to bring glass bottles or thermoses to school at any time.

LUNCH

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

Section-5-05

Supplies and Textbooks

SCHOOL SUPPLIES AND TEXTBOOKS

Students are required to have their necessary supplies in their classroom beginning the first day of school. The list of required supplies for each grade is provided at the end of each school year (May/June) for returning and new students and is listed in the school's website (under "Current Families"). Only required school supplies are allowed in school. Pencil and crayon sharpeners and permanent markers are not allowed nor are electronic watches/iWatches, cell phones, cameras, or recording devices. All school books must be carefully and neatly covered. 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 is needed for grades TK-2. Rolling backpacks are allowed in grades 3-8. Luggage type carriers are not allowed. Classrooms cannot accommodate such large pieces. Please consider purchasing a second set of books if this is a problem. Handles must be retractable.

Section-5-06

Honors and Awards

PRINCIPAL AWARDS

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

PRINCIPAL'S HONOR ROLL

All students are encouraged to work to the best of their ability. Students are recognized for Honor Roll if they maintain the following standards in Grades 4-8:

- 1ST HONORS: (A Honor Roll) 3.5 – 4.0 grade pt. average
- 2ND HONORS: (B Honor Roll) 3.0 – 3.49 grade pt. average

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

CITIZENSHIP AND SPORTS AWARDS

Outstanding class citizens are selected on the basis of Christian attitude and behavior, relationship with peers, commendable behavior in the classroom and on the playground, and responsibility. This recognition is designed to go to those students who clearly and consistently do more than the basic requirements of proper conduct. Their names are published on the roster with the Principal's Honor Roll, and they receive special recognition at the Awards Assembly. Sports awards are presented at the Sports Award Banquet for fall, winter and spring sports. Recognition is given to the athletes on the school athletic teams. Sports awards are given out at scheduled sports assemblies and at the year-end Sports Banquet.

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

GRADUATION SCHOLARSHIPS AND AWARDS

Awards are presented at the graduation ceremony for students who have achieved the following:

- Honors Entrance to High School
- Honor Roll Status for the previous two years (grades 7 & 8), and good citizenship during their years at St. Euphrasia School
- The President's Awards for Academic Achievement/CJSF are also awarded to students who maintain consistent Honor Roll status and who achieve a high score standard on a national exam
- Additional service awards are distributed for Parish (Altar Servers) and School Service (Student Council Officers)

Section-5-08

Academic Probation, Retention/Transfer

ACADEMIC PROBATION AND RETENTION

At the end of each term, if a student is below grade average in academic subjects, behavior or work habits, she/he may be placed on probation for the following trimester. Students who have missed more than 20 days of school in a trimester may also be considered for academic probation or grade level retention. In that event, parents will be notified, and the student and parent may be required to sign a probationary agreement. Non-compliance to this agreement may prevent the student's continued enrollment at St. Euphrasia School.

In the Catholic school setting, our mission is to "Teach as Jesus Did". The Support Team Education Plan (STEP) is a process to address the needs of the students in our schools and to facilitate participation in the Catholic school curriculum. We are called to celebrate the unique gifts of each child, which are a reflection of God's love. Students who display difficulty in being able to meet grade level standards may be referred to the school's STEP (Support Team for Education Planning) process.

The decision to retain a student is made subsequent to the student referral for the STEP process. The decision is based upon consideration of the overall welfare of the student, academic, emotional, and social maturity factors. If the student is not retained, they may be given a "conditional pass" in the subject area of concern. This means that the student is required to complete a summer school program that is a minimum of 45 hours of instruction in core subjects (reading, math, and writing). The successful completion of the required summer school program will then allow the student to enter the subsequent grade level in the fall.

Topic-5-09-2

Additional Counseling Information

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.

Section-5-11

Summer School

SUMMER SCHOOL

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

Section-6-01

Before & After School Policies and Programs

KNIGHTS CLUB/EXTENDED DAYCARE PROGRAM

The KNIGHTS CLUB extended daycare program is offered for regularly enrolled children in Grades TK-8. The program is supervised by school personnel during the hours of 7:00 to 7:30 a.m. and 20 minutes after school dismissal to 6:00 p.m. on the days school is in session, including early dismissal and minimum days. An additional fee is charged for this program. Children may enroll in the program at any time during the school year.

Children who arrive at school before 7:30 a.m. or remain at school 20 minutes after dismissal (3:20 p.m. Mon-Thurs & 1:50 p.m. Friday), who are not under supervision of an adult, are required to sign in with Knights Club staff for after school care. The parents/guardians will be charged accordingly. Mandatory sign-in procedures are explained to all students and parents and adherence to the school policy in this matter is critical to the safety and welfare of all students. Students taking part in after school classes or athletics are under the supervision of the coach/teacher only during the scheduled times of class attendance/team practice.

Archdiocesan student insurance covers students during the time of the program. Programs under the auspices of elementary schools may only serve those students presently enrolled in the formal school program. Adequate space shall be provided for activities detailed in the program, and this space shall be clean, safe, well maintained, and provide a pleasant, child-centered environment. The facility must have access to a telephone.

All school staff must be at least eighteen years of age and have undergone a tuberculosis check and must comply with the Safe Environment Policy and Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events. The staff to student ratio is 1:14 and two staff employees are available at all times in the event of an emergency. All parents must officially sign out their child upon pick up.

AFTER SCHOOL ENRICHMENT CLASSES

St. Euphrasia School offers a variety of after school enrichment classes for students. Classes may have their own age/grade level requirements and other restrictions. Most of these classes are separately vendored and payment for the class is made directly to that vendor. All after school class instructors must follow the St. Euphrasia School Adult Safeguard the Children policies and provide evidence to the principal of those safe environment requirements. Students enrolled in these classes are not charged for Knights Club while in attendance at these classes.

PARISH GROUPS

Swim Team (Swimming Knights)

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

Section-6-02

School Field Trips and Excursions

Field trips are of educational and cultural value directly related to the curriculum. A minimum of one field trip per year for each grade is scheduled. Each trip is carefully planned to include preparation, follow-up, and specific goals for the students. All field trips must comply with the following requirements:

- Prior permission of the principal.
- Signed and dated Student and Youth Activity Permission Forms and Emergency Medical Authorization from parents.
- All Permission and Authorization Forms must be in the possession of the supervising adult (teacher or coach) during the trip.
- Copies of the forms are also kept in the school office.
- All participants must have appropriate identification and travel documents.
- All archdiocesan policies on safe environment must be followed, including background checks for vendors providing the trips, as applicable.
- For trips outside the 100 mile radius of the school, guidelines must include consideration of the ability of parents to incur cost, the financial impact of the trip on other school fundraising activities and class work missed by students.
- State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips.
- First aid kits must be carried in all vehicles transporting students to school sponsored activities.
- Student emergency information must be immediately available to the supervising adult.
- At least one adult chaperone shall be in possession of a cell phone.
- A snakebite kit must be included in any area where there may be poisonous snakes.
- The use of parent chaperones on field trips is at the discretion of the classroom teacher, in consultation with the school principal.
- The number of adult chaperones required varies for each field trip and for each grade level.
- All parent chaperones must have current Safeguard the Children status (i.e. updated Virtus certification and fingerprinting).
- The Room Parent helps the teacher to organize and coordinate chaperones, at the sole request of the classroom teacher.
- Parents who have met their previous year's service hour requirement will be given primary consideration for accompanying their child's class on a field trip. The final determination of parent chaperones will be made by the classroom teacher and the school principal. Transportation may be by school or chartered bus or van, personal car, boat, or airplane. School employees, including teachers and coaches, shall not drive students to or from athletic and co-curricular trips or events.
- Parent/guardian volunteers driving students in their own cars must be at least 25 years of age, have a clean driving record for the past three years, a valid Class C driver's license and current, valid California automobile insurance with limits of at least \$100,000/300,000.
- Each vehicle must have individual seat belts for each student. A copy of the parent/guardian's driver's license and insurance declaration page must be kept on file at the school.

Topic-6-04-1

Election rules

Students are eligible to run for class office and student body office provided they meet academic and conduct requirements. Eligible students must secure the approval of the school principal, the approval of their homeroom teacher and parents. Please note that students who do not meet minimum academic requirements (maintenance of a "C" average), who have indicated willful disrespect of school rules (have received a formal office referral) or who have excessive tardies/absences (more than 20 in any trimester preceding elections) are ineligible to run for Student Council), Student Government representatives meet regularly during the school year.

Topic-6-04-2

Authority

Student government is organized and directed by a Faculty Moderator. Student body officers consist of the Student Body President, Vice-President, Treasurer, Secretary, Historian, Commissioner of Publicity and Service, and Commissioner of Religious Affairs. Class officers consist of a President, Class/ECO School Representative, Secretary and Historian. Student government elections are held in the spring of each school year. Student Body Officers must be 7th or 8th grade students. The Student Body President and Vice President must be enrolled in Grade 8 and be enrolled in the school for a minimum of two years prior to running for student body office. The Commissioner of Religious Affairs must be a practicing Catholic. Class officers are elected within the first three weeks of school, each fall semester.

Section-6-05

Clubs/Organizations/Honor Societies

All students are encouraged to participate in extracurricular programs, conditional upon their grades and adherence to school rules. A minimum grade point average of 70% in all subjects (with no grade lower than a C) must be maintained. Grade and conduct checks are conducted by the principal, vice-principal and athletic director on a regular basis. *Students who do not maintain a 2.0 Grade Point Average (GPA), or receive in excess of 2 D's/F's on their trimester report card are ineligible to participate in extracurricular activities (including school sports) until improvement is seen in the new trimester. Students who receive a formal office referral are ineligible to participate in extracurricular activities, including student government. Student behavior expectations are consistent with our school discipline guidelines are reflected in the Student Learning Expectations.*

ANNUAL SPELLING & GEOGRAPHY BEES

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

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

ACADEMIC JUNIOR HIGH DECATHLON (AJHD)

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

geographic diocese competes in a state championship the first Saturday of March each year.

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

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

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

Section-6-08

Parent/Guardian Release for Student or Minor (Noncommercial)

This form is to be completed annually:

http://handbook.la-archdiocese.org/Handbook%20Resources/parent_guardian_release_en.pdf#search=parent%2520release

Section-6-11

Yearbook

YEARBOOK

A yearbook is published annually by the 8 grade students and the Yearbook Advisor. Parents and interested persons may subscribe to have special messages in the yearbook. Yearbooks are included in the tuition fees and are distributed before graduation in June.

Topic-6-12-02

Sports by Season Pep Squads, Cheer

SPORTS PROGRAMS

Flag football, basketball, softball, volleyball, and track & field comprise the extracurricular sports offered outside of the regular school day. "A" and "B" teams are available for both boys and girls. All students and parents involved in school-sponsored sports activities must remember that they are representatives of the school and therefore must exemplify Christian behavior both on and off the playing field. Students and parents are required to follow the Code of Conduct distributed to all at the beginning of each sports season.

St. Euphrasia School participates in the Valley Catholic Sports League which is a competitive intramural league of Catholic schools in the San Fernando Valley for students in Grades 5-8. "A" and "B" teams are available for both boys and girls. Our sports program includes the following:

- **Fall Sports:** Boys-Flag Football / Girls-Volleyball
- **Winter Sports:** Boys-Basketball / Girls-Basketball / Track & Field
- **Spring Sports:** Boys-Volleyball / Girls-Softball / Track & Field / Soccer

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

Topic-6-12-03

Selection Process/Requirements for Participation

All students are encouraged to participate in extracurricular programs, conditional upon their grades and adherence to school rules. A minimum grade point average of 70% in all subjects (with no grade lower than a C) must be maintained. Grade and conduct checks are conducted by the principal, vice-principal and athletic director on a regular basis. Students who do not maintain a 2.0 Grade Point Average (GPA), or receive in excess of 2 D's/F's on their trimester report card are ineligible to participate in extracurricular activities (including school sports) until improvement is seen in the new trimester. Students who receive a formal office referral are ineligible to participate in extracurricular activities, including student government. Student behavior expectations are consistent with our school discipline guidelines are reflected in the Student Learning Expectations.

Participating in the After-School Sports Program is considered a privilege. Students must maintain satisfactory grades in conduct and behavior. The after-school sports program is intended to help students develop psychologically, socially, academically, and physically. The school sponsors the After-School Sports Program for grades 5-8 on Monday through Thursday.

A student must be in school at least $\frac{3}{4}$ of the day on a game day to participate in the game on that day (See Extracurricular Activities). Parents who volunteer to drive the students to and from the games must leave a copy of their driver's license and proof of adequate automobile insurance on file with the School Office. Parents who have not undergone a background check are ineligible to transport students to games, other than their own child. Cars used to drive the students must have seatbelts for everyone.

Topic-6-12-05

Injuries and accidents

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.

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.

Topic-6-12-06

Athletic Fees, Equipment and Uniforms

There is a per sport fee of **\$25 per child** for students participating in the After-School Sports Program. There is an

There is a per sport fee of **\$65 per class** for students participating in the After-School Sports Program. There is an additional cost for uniforms. Students and parents are required to sign an After-School Sports Code of Conduct Agreement. All sports fees are **non-refundable**.

Topic-6-12-07

Discipline Policies and Procedures in Athletics

Participating in the After-School Sports Program is considered a privilege. The after-school sports program is intended to help students develop psychologically, socially, academically, and physically. Students must adhere to the following rules and policies and if they do not abide by the terms, they may be suspended from the team until terms are met:

- Keep a grade average of at least 70% in all subjects with no grade lower than a C-, while also being consistent with turning in assignments
- Follow classroom and school policies regarding behavior. Parents will be notified of all the following warnings:
 - o First Warning: You will be asked to miss practice
 - o Second Warning: You will be asked to miss one game
 - o Final Warning: You will be removed from the team
- If a referral is received on the day of a game or practice, player will not be allowed to participate for that day
- If a player is suspended from school, they will no longer be allowed to remain on the team
- Commit to being part of the team and attend all practices or may be ineligible to participate in games
- Turn in all sports forms and pay all fees before attending any practices
- Student athletes must be in attendance for 50% of school on game days to attend

Topic-6-12-09

Sportsmanship Code for Spectators

All students and parents involved in school-sponsored sports activities must remember that they are representatives of the school and therefore must exemplify Christian behavior both on and off the playing field. Students and parents are required to follow the Code of Conduct distributed to all at the beginning of each sports season.

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

Section-7-1

Tuition and General Fees

TUITION 2022-2023

One Student (Grades TK – 8): \$8350.00

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

Section-7-2

Tuition Collection

FINANCIAL RESPONSIBILITIES

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

PAYMENT OF FEES

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

Section-7-3

Tuition Assistance

TUITION ASSISTANCE

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

Section-7-4

Parent Service and Fundraising Requirements

SERVICE HOUR COMMITMENT

Every family is required to meet the service hour commitment by either volunteering 30 hours+ or buying out of the program at \$420 (funds added to a FACTS Agreement). All 30 hours must be completed by mid-May. Up to 5 hours worked after mid-May may be applied to the following school year's commitment. **Hours not completed will be billed to school families at a rate of \$14/hr.** (See information re: Virtus training and fingerprinting requirements for volunteers).

All service hours must be entered on your family's Gradelink account. You will need to enter the service date, number of hours, and activity. When volunteering at school, all families must sign-in on the list in front of the health office. This list is used to verify hours a family enters on Gradelink every month. Also, in case of emergencies, this tells us who is on campus.

If service hours are performed off campus for fundraising purposes, the hours entered on Gradelink must be approved by the fundraising chairperson or school administration.

For the numerous families that exceed the 30-hour commitment each year, your service to the school is greatly appreciated!

PARISH COMMITMENT

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

Families must use an envelope with a pre-assigned number (from the parish) or participate in on-line giving when making donations. Parishioners (that haven't been donating at least \$400/year for the past year), non-parishioners and non-Catholics must add the \$400 fee to their total tuition and fees collected through FACTS. Parishioners with a history of making donations for over a year, using a pre-assigned envelope, may choose the option to buy-out of this commitment by adding \$400 to the total Tuition & Fees. The school will forward these funds to the Church on the family's behalf.

Parish donations will be tracked from May 1st through April 30th. A statement showing your donations must be forwarded to Nancy Gillen in the Business Office at ngillen@stemail.org no later than the second Friday in May. If you have not met all your donations, charges will be processed through FACTS

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

FUNDRAISING COMMITMENT

Every family is required to participate in Fundraisers and earn a minimum of \$350 in credits or buy-out of the program by adding \$350 to a FACTS Agreement.

Each year, the parent-teacher council (PTC) determines which fundraisers will be offered to families. A percentage of return is determined based on what the school earns. This percentage is used to calculate the credit a family will earn toward their Fundraising commitment. This is a list of potential fundraisers and how credit is earned toward the PTC commitment:

	Receipt submitted (subtotal counted)	
Raffle (cash and other prizes)	15-\$10 tickets (paid as part of a family tuition plan)	

prizes)	or a family tuition plan)	
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Once all fundraisers are completed, families with outstanding balances will be billed and the charges will be processed through FACTS if not paid within 10 days.

SCRIP COMMITMENT

Every family is required to either purchase a minimum of \$3,000 in scrip (which earns the school approximately \$150) or buy-out of the Scrip Commitment by adding \$150 to a FACTS Agreement.

To purchase scrip, you must set up an account on ShopWithScrip.com or the **RaiseRight** mobile app. The school's enrollment code is **B6361A469647**. **You must set up a payment by entering bank account or credit card information on the website or the app to process scrip orders. The school does not accept payments by way of cash or checks.**

Scrip orders paid and submitted by 9:45 a.m. every Wednesday morning will be processed for delivery the following Wednesday. Once your order has been processed, there are no exchanges, returns, or cancellations permitted. All physical gift card orders will be sent home with the oldest child. However, if you reload a gift card (purchased through the website or app) or buy an e-card, the order will be processed within hours of submitting it. Scrip orders are never processed the week before the Christmas and Easter break. Any orders submitted to the school will not be processed until students return to school.

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

Section-7-5

Costs/Fees (when applicable for field trips, supplies, sports, senior fees, etc.)

REGISTRATION & FEES

The Registration Fee for 2022-2023 is \$150 per child for returning students or \$250 per child for new students and \$200 for siblings (new students). This includes insurance, testing, and incidental supplies. A family fee of \$1,200 includes books, activity fees, emergency supplies, yearbook, health room and yard duty assistants and field trips. There is an additional per student fee of \$100 in Kindergarten (graduation gowns and ceremony), \$150 in Grade 2 (First Reconciliation & First Communion); \$650 in Grade 6 (science, technology, and Outdoor School); \$300 in Grade 7 (science and technology); and \$550 in Grade 8 (May Crowning, Baccalaureate, Graduation expenses, digital instruction programs, and technology).

Topic-8-1-01

Discipline and Procedures

EFFORT/CONDUCT POLICY

At St. Euphrasia School, the discipline program includes all members of our school community (students, school administration and staff, and parents). The purpose of a well-disciplined school is to ensure the following:

- Provide classroom settings that are conducive to learning and to the principles of our Catholic faith without distraction.
- To educate students in the appreciation and importance of developing responsibility, self-discipline, and the ability to choose right from wrong.
- To build a sense of Christian community in a safe and caring environment supported by all members of the school community.
- Reinforce and emphasize the fulfillment of the school mission and SLE's.

Teachers establish basic classroom discipline procedures that are necessary for self-discipline. These basic classroom rules are geared to the age level of their students. Students are expected to follow classroom and school rules at all times. Positive reinforcement and recognition is the reward for doing so. Teachers also establish a hierarchy of consequences to remind students of expected behavior. All classroom consequences conform to school wide discipline standards that are based upon our Student Learning Expectations (SLE's). All students are expected to be academic and responsible learners who strive to make a difference in our world.

There are times when the teacher may need to notify parents/guardians that a student has not responded to the discipline rules, after repeated reminders and warnings. The teacher may then give the student an Office Referral. When this is done, the principal or vice-principal will conference with the student. In most cases, the student is sent to the Vice Principal/Principal for a conference. The Referral is kept track of electronically through the Gradelink system and the Vice Principal is the keeper of these records. Classroom, Playground, Uniform and Office Referrals are issued for repeated disregard of classroom rules and school policies. All referrals are sent home for parent signature.

Students who receive an Office Referral are ineligible to participate in after school activities, including sports, Incredibots (robotics), AJHD (decathlon), and Student Council activities. Consequences for an Office Referral may also result in an after school detention consequence and a possible behavioral contract of expectations drawn up between the student and school. The Vice-Principal supervises referral procedures and detention. When lack of improvement on the part of the student is evident, it becomes necessary for the principal/vice-principal to request a conference with the parent, the teacher, and the student present.

Students are issued a behavior grade each trimester that reflects their adherence to our student learning expectations and the school/classroom discipline rules. The behavior grade counts towards a student's honor roll status. Students who receive a referral slip do not receive points for that day, and this loss of points is averaged into the points necessary to receive an exemplary behavior grade each trimester. Students who receive an Office Referral are ineligible for honor roll recognition for the current trimester and are also ineligible for extra-curricular school activities for the subsequent trimester (Student Council, after school sports, etc.).

PLAYGROUND DISCIPLINE

In order to maintain a safe and healthy atmosphere on the playground at all times, students must exercise self-control. Yard Duty Supervisors and teachers are here to assist and must be treated with respect at all times. Students are to:

- Play in grade level and designated areas.
- Follow all directions given by yard duty personnel, including parent volunteers.
- Use only playground authorized equipment.
- Play games that are safe and approved by the school.
- Walk to and from all lunch, restroom and playground areas for the safety of everyone. Students may not

Walk to and from all lunch, restroom and playground areas for the safety of everyone. Students may not run in the hallways or around the bathroom areas/school and parish buildings.

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

PEACEFUL PLAYGROUND

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

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

The following consequences will be implemented when a student requires reminders of acceptable playground behavior:

- Students are first issued a verbal warning by supervisory personnel on the yard.
- The student may then be asked to sit on a designated bench where he/she can be closely supervised by adult personnel.
- Continued disregard, defiance, or disrespect of school rules will then result in a student being sent to the office or given a referral.
- An Office Referral for behavior that impedes the safety and security of others is considered for serious violations of school rules and persistent disrespect of specified SLE's.

Skateboards, roller blades, and skates are not allowed at school at any time. Students who bring these items to school will be referred to the office, and the items will be held in the school office (by the principal) until a parent conference can be set up. The use of these recreational items can also damage school property (benches used as "ramps," etc.). Students who engage in this type of activity will be subject to immediate suspension.

Students are expected to put forth by participating in class, doing assigned classwork and homework, having

Students are expected to put forth by participating in class, doing assigned classwork and homework, paying attention, etc. based on their age and ability. They also are expected to reflect Christian principles in their behavior (respect, kindness, obedience, proper language, etc.) At the end of each interim progress period, we evaluate the students in the light of their effort and conduct. Any student with unsatisfactory conduct will be placed on probation for the following interim progress period. If the student with unsatisfactory conduct does not improve during probation, he/she may be asked to leave St. Euphrasia School. Similarly, any student with poor effort (Unsatisfactory) will be on probation the following interim progress period. Any student who does not improve in effort after two progress periods will be reviewed by his/her teachers and the principal, and recommendations will be made. Students who receive an academic grade of D or Unsatisfactory in effort and/or conduct will be on probation.

CONDUCT IN THE USE OF ELECTRONIC & SOCIAL MEDIA

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

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.

Section-10-1

Electronic Devices

Chapter-11

PARENT-STUDENT POLICIES AGREEMENT FORM



[parent_student_policies_agreement_form.pdf](#)

