

St. Joseph Catholic School

6200 E. Willow Street
Long Beach, CA 90815

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School website: www.sjknights.net

Monsignor Kevin Kostelnik
Pastor

Mrs. Margaret Alvarez
Principal

A. General Information

St. Joseph Catholic School Established 1956

Vision Statement

"St. Joseph Catholic School, serving as a ministry of St. Joseph Catholic Parish, is dedicated to celebrating and educating the whole child. Recognizing parents as the primary educators of their children, we work collaboratively to foster a love for all that is genuinely beautiful, good and true. We are committed to providing a rigorous curriculum that motivates students toward an intrinsic love of learning, leading them to an understanding that learning is desirable for its own sake. We seek to immerse our students in a Christ-centered environment, so they may develop the courage to seek the Wisdom to trust in and cooperate with God's grace in their lives, thus empowering them to use the gifts that God has given them to live happy integrated lives as disciples of Christ in our diverse and technological world."

St. Joseph Catholic School Philosophy/Goals

We at St. Joseph Catholic School participate in the Church's mission of education by providing a Catholic environment of Christian life and learning. We strive to integrate the Gospel values in our daily lives and encourage our students to grow in their relationship with God, in their self-esteem and in their respect for one another.

Recognizing the uniqueness of each child, we strive to provide an educational program which directs the students to become responsible individuals and prepares them for success in a technological and global society.

Acknowledging parents as the primary educators of their children, we assist by providing an educational program which nourishes the faith development of all students. This program endeavors to educate the whole person through religious, intellectual, psychological, social, physical, and aesthetic development.

We value the shared building of a faith community based on Jesus' command to love one another. Through modeling openness, understanding, acceptance, sensitivity and forgiveness, we hope to inspire the students to become vibrant members of our diverse, multi-cultural society.

We foster apostolic Christian service to deepen the student's involvement in social concerns. We declare with John Paul II in his address to American Catholic Educators that this "powerful experience---will enlarge their horizons, challenge their lifestyles, and offer them authentic human fulfillment".

We realize that the extent to which the Christian message is transmitted through education depends greatly on us, the teachers. Therefore, we strive to be persons who integrate faith and life and who are ever willing to work supportively with parents.

Code Of Christian Conduct Covering Students And Parents Or Guardians

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

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

Our Christian principles provide that:

Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral and behavioral expectations.

Students and parents or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.

Parents, guardians or other responsible adults who insult or abuse school personnel in the presence of other school personnel, students or parents on or adjacent to school premises or at some other place where school personnel are required to be in connection with their assigned school activities, may be asked to withdraw their student from the school.

Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated.

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

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

Staff 2018-2019

Administrative Personnel

Pastor
Principal
Assistant Principal
Administrative Counsel
Administrative Counsel

Monsignor Kevin Kostelnik
Mrs. Margaret Alvarez
Ms. Sonia Yurak
Miss Madison Beall
Miss Erin Wright

Primary/Intermediate

Transitional K Teacher/Asst.
Kindergarten Teacher/Asst.
Grade 1 Teacher/Asst.

Grade 2 Teacher/Asst.
Grade 3 Teacher/Asst.
Grade 4
Grade 5

Ms. Judy Perez/Ms. Isabel Reyes
Miss Carole Dellavalle/Ms. Carolyn LaRiccia
Mrs. Brittany Mata/Mrs. Lund/Miss Kelsey Sansenback
Ms. Sonia Yurak/Mrs. Jessica Aguirre
Ms. Jessica Delatorre/Mrs. Jessica Aguirre
Miss Madison Beall
Mrs. Carmella Arcadio

Junior High

Grade 6

Grade 7

Grade 8

Science 6-8

Mr. Jose Hernandez
(Algebra, 6-7 Math)
Mrs. Natalie Frazee
(Language Arts, 6,7,8)
Miss Erin Wright
(Religion/Social Studies 6,7,8)
Mrs. Kathy Eno

Faculty

Physical Education Teacher/AD
Computer Teacher
Spanish Teacher
Reading Resource Specialist
Math Grades 3,4&6
Music/Band Teacher
Librarian

Mrs. Ronda Klosterman
Mrs. Jacqueline Stiffler
Mr. Luis Rosales
Mrs. Kendall Weller
Mrs. Sedelia Anderson
Mrs. Shelly Mahpar
Mrs. Christy Lund

Staff

Office Manager
Extended Day Care

Custodian

Mrs. Julie Gianessi
Ms. Caroline Garcia/
Miss Kelsey Sansenback
Mr. Cris Carrera

Relationship of the School to the Parish

St. Joseph Catholic School recognizes and values its unique role within the St. Catholic Joseph parish. Serving as a ministry of the parish we seek to immerse our students in a Christ-centered environment, so they may develop the courage to seek the Wisdom to trust in and cooperate with God's grace in their lives, thus empowering them to use the gifts that God has given them to live happy integrated lives as disciples of Christ in our diverse and technological world.

Parent or Parent-Teacher Organization and Consultative School Council

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

Parent or Parent-Teacher Organizations

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

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

Consultative School Council

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

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

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

St. Joseph Catholic School: Parent Teacher Organization

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

It shall be the purpose of the PTO Executive Board to promote and encourage full participation in the Parent Teacher Organization in the parish school and its affairs on all levels. Further, the Board shall promote the following, but not limited to the following:

- Promote Parent/Teacher relationships that enhance the principles of Catholic Education
- Conduct fundraising activities for the benefit of the parish school
- Support social and civic activities

School Wide Learning Expectations

I am a Disciple of Christ, who:

- keeps myself open to God's will in my life
- deepens my relationship with Jesus Christ through prayer, meditation and participation in the sacramental life of the Church
- integrates Gospel values by living the Great Commandment
- performs the Corporal and Spiritual Works of Mercy
- actively participates in school and parish Liturgies
- cultivate a knowledge of Scripture, Church beliefs, history and tradition
- acts with integrity

I am a Tenacious Scholar, who:

- pursues academic excellence
- nurtures an intrinsic love of learning for its own sake
- demonstrates mastery of core subjects to the best of my ability
- consistently engages in a rigorous curriculum
- employs critical thinking skills
- works independently and collaboratively to produce quality work
- develops research skills using varied forms of media

I am a 21st Century Learner, who:

- strives to be an integrated person committed to wellness and wholeness
- works in collaboration with others to problem solve real-life situations
- is a good steward of God's Creation appreciating and caring for our environment
- appreciates cultures by becoming globally aware and conversant on world affairs
- effectively uses technology to enhance learning in an ethical manner

ST. JOSEPH CATHOLIC SCHOOL HISTORY

St. Joseph Parish plant is a profound tribute to the deep faith and hard work of Father Walter A. Martin and his generous parishioners. In December, 1955, the work, which would result in this beautiful ten-acre plant, officially began. The first Mass was celebrated in the partially completed parish hall on Easter Sunday, 1956.

By October, 1956, eight classrooms were ready and school opened. The school was staffed by the Sisters of St. Louis of France. There were 415 children in five grades. Each year a new grade was added and in 1958 twelve classrooms were in operation. The total enrollment at that time was 660. An additional building in 1959 increased St. Joseph School to sixteen classrooms. There were two classes for each grade level, one through eight.

The first graduation was held on June 12, 1960. There were 45 graduates, 29 girls and 16 boys. The graduates expressed great joy in having been privileged to see so many changes in this rapidly growing parish.

Enrollment reached a peak of 850 students in 1962 - 1965. The faculty then was comprised of ten lay teachers and nine sisters. In the early 1970's enrollment began to decline. St. Joseph School began to phase out the double classroom system. In 1976 a Kindergarten program was established with 25 students.

With the completion of the 1991 school year the Sisters of St. Louis of France would no longer provide a principal to administer the school. St. Joseph Catholic School has been under lay administration since 1991.

There are eight single grades, one full day transitional kindergarten (Alpha-K) and one kindergarten. The enrollment is currently 318 students.

SCHOOL MASCOT

The school mascot is the St. Joseph Knight of the Altar.

DAILY SCHEDULE

Grades: A-K – 8

Regular Daily Schedule

7:30 – 7:50 AM	Students must line up by the flagpole
7:50 AM	Students proceed to classroom /uniform check
8:00 AM	Prayer/Classes begin
9:30 AM	Morning Recess/Snack Time, AK until 10:00 AM
10:00 AM	Morning recess, Gr. 3-8 until 10:15 AM
10:15 AM	Morning recess, Gr. K, 1, 2 until 10:30 AM
11:30 AM	AK Dismissal for Half Day Students/AK – K Lunch for Full Day Students until 12:00 PM
12:00PM	Lunch, Gr. K, 1, 2 until 12:30 PM
12:15 PM	Lunch, Gr. 3- 8 until 12:45 PM
3:00 PM	Dismissal

Grades: A-K - 8

Monday Late-Start Morning Schedule

8:30-8:50 AM	Students must line up by the flagpole
8:50 AM	Morning Prayer and Announcements – Father Martin Hall
9:00 AM	Students proceed to classroom - begin their day

Grades: A- K – 8

Early Dismissal Schedule

7:30 – 7:50 AM	Students must line up by the flagpole
7:50 AM	Students proceed to classroom /uniform check
8:00 AM	Prayer/Classes begin
9:30 AM	Morning recess/snack, Gr. AK-K until 10:00 AM
10:00 AM	Morning recess, Gr. 3-8 until 10:15 AM
10:15 AM	Morning recess, Gr. 1, 2 until 10:30 AM
12:30 PM	Dismissal /No Afterschool Daycare

Archdiocese Of Los Angeles
Guidelines For Adults Interacting With Minors
At Parish Or Parish School Activities Or Events

Revised August 20, 2007

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

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

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as “restricted individuals” because they are not adults and are not independent
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power
- Staff members/faculty/volunteers must avoid assuming the role of a “father or mother figure” which may create an excessive emotional attachment for all parties
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful
- Communications with minors (*e.g.*, notes, email and internet exchanges, telephone calls) must be for professional reasons only
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian

- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors
- Parent or guardian written permission is required for the publication of a picture of a minor
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not met these requirements

Boundary Guidelines For Junior High And High School Youth Working Or Volunteering With Children Or Youth

Revised August 20, 2007

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

Code of Conduct for Student Workers/Volunteers

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

As a student volunteer I will:

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

As a Student Volunteer I will not:

- Endorse, during my ministry, any view contrary to the teachings of the Catholic Church.
- Commit an illegal or immoral act.

- Smoke or use tobacco products. Use, possess or be under the influence of alcohol or illegal drugs at anytime while at work or volunteering.
- Verbally threaten or physically abuse anyone.
- Use profanity in the presence of children/youth.
- Use discipline that frightens or humiliates a child/youth.
- Touch a child/youth in a sexual, overly affectionate or other inappropriate manner.
- Sexually harass, request sexual favors from, or make sexually explicit statements to anyone.
- Place myself in a situation where my interaction with a child/youth cannot be witnessed.
- Participate in private visits, parties or other activities with the children/youth unless approved by my supervisor.
- Accept gifts from or give gifts to children/youth in my care without approval from my supervisor.
- Tolerate inappropriate or bullying behavior by a child/youth towards another child/youth.
- Fraternalize with minors over the internet or through other forms of communication.

Archdiocese Of Los Angeles "Zero Tolerance Policy"

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

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

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

Any parent or guardian who is a registered sex offender must contact the principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy. As members of the Archdiocese of Los Angeles community, the school want to assure that it is in compliance with both Megan's Law and the “Zero Tolerance Policy.”

Safe Environment Training For Children And Youth

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

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

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

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

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

Parent/Student Complaint Review Process

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

School Level

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

Department of Catholic Schools Level

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

B. Admission & Attendance

Archdiocesan Guidelines For Admission To Elementary Schools

- Preferences are given to active members of the parish
- The recommended age for transitional kindergarten (Alpha-K) is four (4) years of age on or before September 1. For kindergarten students: five (5) years of age on or before September 1
- The recommended age for first grade students is six (6) years of age on or before September 1, unless waived by the principal
- All students must comply with current California immunization and health requirements prior to enrollment
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to meet the educational and financial needs of all students
- The pastor and principal will review students' continued eligibility for enrollment in the parish school
- The school establishes its own procedures for admission and enrollment

Guidelines For Admission To St. Joseph Catholic School

In addition to the above guidelines, the following are specific to St. Joseph Elementary School:

- Preference will be given to members of the parish who are baptized, registered and supportive of the parish.
- Transitional Kindergarteners (Alpha-K) must be four (4) years old by September 1. (Birth and Baptismal Certificates required)
- Kindergartners must be five (5) years old by September 1. (Birth and Baptismal Certificates required)
- 1st graders must be six (6) years old by September 1. (Birth and Baptismal Certificates required)
- Previous report card must be submitted
- Previous standardized test results must be submitted
- Completed application and registration fee have been turned in
- All new students are considered on probation for their first year

School Student Non-Discrimination Policy

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

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

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and

continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

Inclusion Procedures

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

Absences

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.

Illness Report

If a student is ill, the parent/guardian must report the illness to the school office by 8:15 AM on the day of the illness. Homework is not sent home on the first day of an illness.

Absences with Acceptable Excuse

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

Extended Absences

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

St. Joseph administration and faculty strongly discourage taking students out of school for extended vacations or day trips as they deprive the student of important classroom instruction and necessitate extra preparation for the teacher. Although the student may make up some of the work within a reasonable time, it is important that the parents understand that **the child's absence may significantly affect his/her grades.**

Therefore, all family trips and other outings should be scheduled during the school holidays only. However, if students are truly ill, please keep them home where they belong.

No schoolwork will be prepared by the teacher to be completed while on vacation. The student is responsible for making up tests and assignments upon their return to school. A note must accompany the student's return to class.

Homework will not be sent home on the first day of an absence. You may check the school website for homework on that day. Second day homework will be available on the bench outside the school office at 2:45 pm if the school office has been called before 10:00 a.m. that morning.

Release Of Students During School Hours

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

The parent/guardian is required to pick up the child in the school office. He/she will sign the child "out" and sign the child "in" if they return.

Tardiness

A student is tardy if he or she arrives after the time fixed by the school for the beginning of the morning or afternoon session. If the student comes after the designated time, he or she is marked absent half a day. A record of all tardiness is kept in the attendance register and records.

A student will be considered tardy when they are not in their first period classroom at 8:00 AM. Three (3) late arrivals in a quarter = one (1) detention. Detentions will be served at 7:15 am in the principal's office. Habitual lateness will result in a principal/parent conference. When a student is tardy, the parent must accompany the student to the office and sign them in. A note is required to admit the student to class. **Two tardiness detentions per quarter = removal from honor roll.**

Truancy

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

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

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

Family Envelope

The system of Family Envelopes will be sent through the St. Joseph website. Information to be sent electronically will be letters, bulletins, fliers, and any additional information regarding school and parish activities. The yellow family envelopes will be sent home each month for the return to school of forms, money, permission slips, etc. **It is the parent's responsibility to read the information, download forms, fill them out and return them, with your child, in the family envelope within two (2) days of receiving it.** Your signature indicates your knowledge of school events and activities. The dates for sending the electronic Family Envelopes will be noted on the school calendar so all parents will know when to check their email.

Any (**and all**) fliers, brochures, letters and information to be included in the electronic Family Envelope must be pre-approved by the principal. Please send them, at least one week prior to the date on the calendar for electronic distribution, to the school secretary at jgianessi@sjknights.net. The secretary will get the principal's approval before including them in the school email.

Student/Parent/Teacher Conferences

Student/Parent/Teacher Conferences will be held in November. However, parents and teachers should communicate with each other as often as is necessary to eliminate difficulties or to explain and clarify matters. Students are best helped when the teacher and parent work together. **Since teachers have meetings or supervision before and after school, appointments should be made with the teacher in advance.**

Individual conferences between parent and teacher may be scheduled in the morning from 7:30 to 7:50 AM and after school from 3:00 to 3:30 PM if the teacher is available. Such conferences may be requested by the parent or teacher and should be planned at least a day in advance.

Appointments with teachers should be arranged by sending a note to the teacher or by calling the school office. Please send any and all correspondence to the teacher in a sealed envelope.

Parent/Principal Conferences/Correspondence

The principal is available for appointments during the school day. Please call the office for an appointment. The principal will not respond to any anonymous letters sent to the school. **If there is an issue with an individual teacher or classroom situation, parents should speak to the teacher first before contacting the principal.**

Arrival & Dismissal Procedures

Supervision is provided from 7:30 AM to 3:15 PM on regular schedule days and from 7:30 AM to 12:45 PM on early dismissal days. First bell rings at 7:50 AM, and students proceed to the classrooms. A student is considered tardy if they are not in their first period classroom by the 8:00 AM bell.

Children may not be on campus, unsupervised, before the official school time of 7:30 AM unless a parent or other responsible adult is physically with them. We are not responsible for students who are on the school campus before 7:30 AM and/or after 3:15 PM. Unsupervised students will be checked into before or after-school daycare. Parents will be notified and billed accordingly.

All students will be dismissed to a parent or designated person, listed on the emergency card, from the classroom. Each afternoon, the school gate will be opened at 2:45 pm. Parents or the designated person who will be picking the child up from the classroom may enter the school grounds and wait outside the child's classroom (junior building) or outside the building (senior building). The lower grade teachers will open their doors after the dismissal bell rings at 3:00 pm and will then dismiss each student as the parent or designee arrives. The upper grade teachers will do the same, however, their building will not be opened until the bell rings. Students in afterschool programs will be picked up by their coaches or moderators. All students remaining in the classrooms by 3:15 pm will be walked to the daycare room. If a child is going home with someone other than his/her parent or a parent designee, a note is required to be sent to the child's teacher in the morning.

The "Bike/Walker" permission slip is available for students who will either be walking or riding bikes home. Teachers must have a completed permission slip, filled out by the parent, on the first day of school in order to release a student to walk or ride home. The "Bike/Walker" permission slip also covers students that have permission from their parents to be dismissed from the classrooms to walk out to the car in the parking lot. For the safety of our children, it is **strongly recommended** that parents of students in grades K – 5 personally come to the classrooms to pick up their children at dismissal time and that they submit a "Bike/Walker" permission slip for students in those grades (K-5) only if they will be walking or riding with an older sibling in grades 6-8. Students in grades 6-8 are perfectly capable of being dismissed from the classroom to walk out to the parking lot on their own. It is up to the discretion of each family to make that decision. No student will be dismissed from the classroom to walk or ride unless they have presented a "Bike/Walker" permission slip to their teacher.

Traffic Safety

Supervision Faculty and parent volunteers patrol the parking lot. They are there for the safety of your children and their direction should be followed at all times.

This is not a time for parents to confer with teachers while they are on duty.

Cars All carpools must enter the parking lot, park and proceed. Drivers are to drive slowly and carefully entering off Willow Street. **PLEASE MAKE SURE YOU ARE NOT TALKING ON THE CELL PHONE WHILE DRIVING. NOT ONLY IS IT ILLEGAL, IT IS ALSO DANGEROUS!** The speed limit is 5mph and drivers must follow the arrows as marked. Please park your car and then have the children come to or leave your car. When being dropped off, the children should walk in front of the hall to the school. Children are not to be dropped off nor picked up on Willow Street.

Pedestrians Students will walk to the footpath to the right of the front of the gym and proceed to the exit on Palo Verde. Those students who must go west on Willow may leave by the driveway between the rectory and the church. These students must walk in the pedestrian lane provided.

Bicycles Those students riding bikes must stay inside the yellow line. Bikes entering from Palo Verde Ave. must be walked from the first “bump” to the racks. If bike riders are entering the path at the Willow Street entrance, they must walk the bikes from Willow to the racks. **California state law requires the use of helmets.**

Skateboards Skateboards are not allowed on campus at any time.

Dismissal Students will be dismissed from their classrooms each day after the 3:00 pm bell on regular school days or at the 12:30 pm bell on minimum days. After-school daycare is not available on minimum days. No student is to be released from the classroom until the parent, guardian or designated adult is present and visible to the teacher. Walkers must have a signed permission form on file in the classroom. The walker permission forms must be kept in a folder that is easily accessible to the principal or a substitute teacher. Daycare students or any student that has not been picked up by 3:15 pm must be walked to the after-school daycare room by the teacher.

Campus Visitors/Badges

If you are not on staff (paid employee) or a student, you are required to check in at the school office. At that time you will sign in and receive a badge. This badge must be worn at all times while you are on campus. Parents, siblings, volunteers, and visitors must check in at the office each time they are on campus. During school hours, no one is allowed in the classroom, gym or field without a badge!

Classroom Interruptions

Parents are not to interrupt classes for any reason while school is in session. All forgotten items, such as lunches, books, uniforms, etc. will be left on the bench outside the office for students to pick up. **No hot lunches/fast food items are allowed to be dropped off at school.**

Picture taking of our students is prohibited during school hours unless cleared by the classroom teacher or principal.

Extended School Day Program

St. Joseph School opens its campus gates at 6:30 AM for before school Day Care and 7:30 AM for regular supervision of students. A staff member is on duty until the 7:50 bell at which time the students are picked up by the teacher and proceed into the classrooms. After school Extended Daycare is available on school days from 3:00 PM to 5:30 PM. Extended Daycare is not available on minimum days.

Work Permits

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

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

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

For additional information and forms, see

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

Privacy And Access To Records

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

Pupil Records

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

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

Parents and legal guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write

responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

Directory Information

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

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

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

Parent Authorization to Use Child’s Personal Information

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

Verbal/Written Confidences

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

Request of Records

Student Transfers, Withdrawals and Graduation

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

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

Official transcripts are not given to students or parents.

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

The school grants full credit for all work a student accomplishes up to the time of transfer.

Withholding of Records

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

Cumulative Pupil Record

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

Permanent records cards include only the following information:

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

Health & Safety

Emergency Card

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

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

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

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

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

Examinations and Inoculations

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

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

Immunization

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

Immunization is not required for admission if a parent or guardian presents a letter stating that such immunization is contrary to his or her beliefs, or presents a written statement from a

physician to the effect that immunization is not considered safe or reasonably beneficial to the individual student.

Health Records

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

Medical Appointments

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

Medications

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

- A release stating the nature of the medication, signed and dated by the doctor and also signed by the parent, must be provided. See *Medication Authorization and Permission Form*.
- Medications administered at school must be in the original container and labeled. The day's dosage must be sealed, labeled and have the student's name attached. It shall be in an appropriate container, and kept in the school/nurse's office.
- The student shall come to the office for medication
- Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at school. In the event a student is seriously at risk without an epi-pen or inhaler on his or her person, consideration will be given for a variance.
- Students may not be given medicine prescribed for other family members
- The medication regulations apply to both prescription and non-prescription medications
- Students who are diabetic are allowed to test their blood sugar at school in the health room or office and self-administer medication as necessary. The parent or guardian of a diabetic child must sign the *Diabetic Consent Form* and other appropriate medication permission forms and return them to the school. All medications must be kept in the school/nurse's office and appropriately labeled as described above. School employees may not administer injections to diabetic children except in emergencies.

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

The medication regulations apply to both prescription and non-prescription medications, **including cough drops**.

Communicable Diseases

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

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

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.

Student Sexual Conduct and Pregnancy

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

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

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

In cases of pregnancy, the mother and father (if known) should be encouraged and assisted in obtaining professional medical care and professional counseling consistent with Catholic

teachings, including teachings on the immorality of abortion, relevant to the pregnancy and the future of both parents and the unborn child. The Department of Catholic Schools in the Archdiocese can assist in the process and serve as a resource for services and referrals.

Closed Campus

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

Research Projects and Rights of Parents

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

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

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

Removal of Students from School During School Hours

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

Exceptions to this rule may be made only:

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

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

Interview and Removal from School of Students by Police Officers

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

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

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

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

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

Interview of a Student During School Hours by a Police Officer

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

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

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

- Obtain a business card and confirm the identity and official capacity of the police officer and the authority under which he or she acts In the case of the release of the student to the officer, the reason for such an action

- Child Protective Agency workers may interview for the purpose of their legal obligations to investigate reported child abuse or neglect. Child Protective Agency workers are authorized to assume custody to remove a child from school.

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

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

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

Guidelines Related to Possession and Use of Alcohol and Controlled Substances

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

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

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

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

Procedures in the Case of Suspected Possession or Use

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

- Evaluate observable symptoms
- Attempt to determine if the student is in possession of alcohol, drugs, controlled or other harmful substances
- Interview the student in the presence of an adult witness

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

Student Insurance

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

C. Academics and Co-curricular Activities

Curriculum And Academic Policies

St. Joseph School is fully accredited by the Western Catholic Education Association and the Western Association of Schools and Colleges (until June 2018, when the accreditation process will again take place) and also through The Archdiocese of Los Angeles.

Curriculum

The following areas of instruction are taught at St. Joseph School:

- Religion
- Reading/Literature
- English
- Spelling
- Mathematics
- Algebra
- Science
- Social Studies
- Handwriting
- Spanish
- Art
- Music
- Physical Education
- Computer Science

P.E. Policy

All students must wear the designated P.E. uniforms. If any portion of the uniform is missing, the student will receive a check for that day. Two checks per quarter will result in one lower grade. A student may make up a maximum of two checks per quarter by participating in any athletic activity outside of school time which is not part of any team they belong to, i.e., skating, bike riding, walking, swimming, etc. for a ½ hour each check. The student must complete the form provided by the P.E. teacher describing the activity, the amount of time participating and sign it along with their parent's signature. This record of their participation must be turned into the P. E. teacher **BEFORE** the end of the quarter.

Student Council

Students on student council must maintain a 3.0 or better in all subject areas in each quarter. Also, a student must have a G or better in behavior/work habits/PE/music/computer in each subject area per quarter to remain on Student Council.

Sports Participation (CYO)

Students in grades 5 – 8 who participate in CYO sports must maintain a C or better in all subject areas in each quarter. Also, a student must have a "S" or better in behavior/work habits/ PE/ music/computer in each subject area per quarter. If the above requirements are not maintained at progress report time, students have until the end of the quarter to improve their grades. If no improvement is made students will not be eligible to play CYO sports in the following quarter.

Liturgical Celebrations

Students in each grade level will have the opportunity to attend Mass with their class under the guidance of their teacher. Prayers services and other liturgical celebrations will be announced in the monthly newsletter. All parents/guardians, family and friends are welcome to attend school liturgies and prayer services.

Testing

The STAR Assessments from Renaissance Learning is administered to grades 2 – 8 (dates listed on calendar). We ask that you do not schedule doctor or dental appointments during these times.

Homework

Maximum Homework time allotments for the average student:

Kindergarten	15 minutes
Gr. 1 – 2	30 minutes
Gr. 3 – 4	1 hour
Gr. 5	1 – 1 ½ hours
Gr. 6 – 8	2 – 2 ½ hours

Late or missing homework in grades 1-8 will result in lowering of grade in subject and work habits.

Grading

The following letter grades are given in 3rd through 8th grade for academic achievement:

A	= 93 – 100%	A = 4 points
B+	= 90 – 92%	B = 3 points
B	= 87 – 89%	C = 2 points
B-	= 85 – 86%	D = 1 point
C+	= 80 – 84%	
C	= 75 – 79%	
C-	= 70 – 74%	
D	= 65 – 69%	
F	= 64% and below	

The following letter grades are given in the Kindergarten through 2nd grade:

O	= Outstanding
G	= Good
S	= Satisfactory
NI	= Needs Improvement

Report Cards/Progress Reports

Report cards are issued four (4) times a year to students in grades K – 8 during the week following the end of the quarter. Alpha-K students receive a progress report at the end of

each semester (two times a year). Report card envelopes are to be signed by the parent/guardian and returned to the teacher within two (2) school days. Progress reports in grades 1-8 are sent home mid-quarter. Progress reports are to be signed by the parent/guardian and returned to the teacher within two (2) school days

Honor Roll – Grades 5 – 8

Distinguished Honors	GPA (overall) of 4.0 and an “O” in Behavior and Work Habits
1 st Honors	GPA (overall) of 3.5 or above
2 nd Honors	GPA (overall) of 3.0 or above

No C, D, F, S, or NI in any subject area including *Spanish, Art, Music, PE, and Computer*
No S or NI in any of the following areas: *Work Habits, Conduct/Behavior*

Good Academic Standing (Grades 3 – 8)

In previous self-evaluation studies of the entire school program, parents report that academic preparation is an important reason for sending their children to St. Joseph School. Because of the effective partnership between the parents and teachers, the vast majority of students are very conscientious about completing their studies. The teachers develop appropriate academic expectations and interventions for each student’s grade level, which are communicated to the students and their parents at the beginning of the school year. Individual students may experience academic difficulty due to a wide variety of circumstances. The classroom teacher first communicates any concern directly with the student. If the student continues to experience difficulty, the teacher contacts the parent or guardian directly. At any time the administration may recommend testing or outside tutoring. The student may be placed on Academic Contract and/or STEP by the teacher and principal.

➤ Academic Contract:

An Academic contract is an agreement drawn up between the administration, teacher, parents and student when the student is not in good academic standing. The intent of the contract is to document and foster the necessary change needed for the student to achieve improvement.

➤ STEP:

The Archdiocesan STEP (Student Team Education Plan) program is a set of guidelines and procedures to assist principals and teachers in supporting the learning needs of all students.

If the above procedures and interventions do not result in a positive change, the student may lose the privilege of attending St. Joseph Catholic School.

Field Trips

Each student must have a signed and dated release form from the parent/guardian. The cost is determined by adding the event admission plus the transportation divided by the number of students in the class. Busses are provided. Each student must pay their share of the bus cost

regardless if they attend the field trip or not. All field trip destinations and purpose are decided by the classroom teacher and approved by the principal.

Acceptable Use And Responsibility Policy For Electronic Communications (“Archdiocesan Aup”)

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

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

Definitions

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

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

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

Electronic Communications Systems, Devices and Materials and Users Covered

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

Ownership and Control of Communications

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

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

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

Guidelines for Email Correspondence and Other Electronic Communications

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

(pastor, priest administrator or parish life director), principal or other person in charge of the Location before they are sent out.

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

Prohibited Practices

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

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

- p. Allow any minor to access the Internet on Archdiocese or Location communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- q. Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission (“FCC”) or that would violate FCC rules or policies.
- r. Access or manipulate services, networks or hardware without express authority.

Consequences of Violations of Electronic Communications Policy

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

Tutoring

- If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs, but the school may assist the parents in identifying tutoring resources.
- Teachers may not be paid for tutoring students assigned to their classes. With prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents.
- A school may arrange with independent contractors or entities, who are not teachers or staff at the school to provide tutoring on a fee basis. Independent entities must have appropriate licenses, agreements for use of the premises and insurance.
- All tutors and entities must comply with the procedures and policies of the extended school day program and the *Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events*.

Counseling

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

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

- Provide advice and counseling 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 professionals 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.

D. Tuition & Fees

Registration

Please call the school office the October prior to admission. Your name will be placed on a waiting list for the following school year. The school will call you for testing once an opening is available. The application fee is \$25.00

Tuition – 2018 - 2019

Grades: Alpha K (Full Day) – 8

1 child	\$535 per month	\$6,400 - annual
2 children	\$945 per month	\$11,300 - annual
3 children	\$1,285 per month	\$15,375 - annual
4 children	\$1,440 per month	\$17,260 - annual

Tuition may be paid in one of two methods: one, annual payment that is due on June 1 or in 12 monthly payments paid through FACTS Tuition Management Company (7/1/18 – 5/31/19). June's registration fee, the one-month tuition rate for the upcoming school year, is non-refundable. A \$25 late fee will be assessed by FACTS Tuition Management Company for any account that is past due on any given month. Bank fees will also be accrued for NSF transactions. That fee amount will vary based on the bank.

Graduation Fee - Grade 8

Graduation fees are determined by the costs of the event, i.e., caps, gowns, diploma, retreat, yearbook, and other cost yet to be determined. All fees, including tuition, volunteer fees, must be paid in full by May 1. Fees paid after that date must be paid in cash or cashier's check. 8th grade students with outstanding fees will not be allowed to participate in graduation activities.

In Lieu Of Service/Volunteer Fee

Each family is required to complete 35 volunteer hours within the school year. Seven (7) parent hours must be spent serving at the Parish Fair. If your schedule is not conducive to volunteer hours, you may pay the \$1000.00 fee with your tuition (\$91 per month over 11 months). The arrangements for prepayment of volunteer hours must be made with the school

office manager by September 30, 2018. Families with outstanding parent hours by May 1, 2019 will be billed \$100 per hour.

Late Charge/NSF Fees

A \$25 late fee will be assessed by FACTS Tuition Management Company for any account that is past due on any given month. Bank fees will also be accrued for NSF transactions. That fee amount will vary based on the bank.

A returned check fee of \$25.00 will be charged for NSF checks that are paid to the school for other activities such as daycare, athletics, fundraising, etc. Checks will not be resubmitted a second time. Payment must be made by cashier's check, money order or cash for the remainder of the school year if a check is returned for non-sufficient funds.

Outstanding Tuition and Fees

Tuition and fees for the 2018-2019 school year must be paid in full by May 31, 2019. Final report cards in June will be withheld until all financial obligations are met.

E. Discipline

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

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

A Christian attitude, exemplified in the student's behavior, is expected at St. Joseph Catholic School. This is demonstrated by showing respect for adults, for fellow students, and for property (one's own as well as that of others).

The following expectations apply to students at every level. Each respective teacher states additional policies and procedures in the classroom:

General Behavior:

1. Students are expected to treat all adults and fellow students with respect.
2. Students are expected to greet faculty and staff at all times.
3. Students are expected to know school and classroom policies.
4. Good behavior is expected in academic and non-academic areas.
5. Students are expected to complete homework nightly and be responsible for make-up homework when absent.
6. All textbooks must be covered.
7. Skateboards, rollerblades, Frisbees, baseball bats, electronic games, equipment, iPods, CD's, etc., are not allowed at school except when given permission for special events.
8. Students may not remain or go into classrooms, gym, or parking lot during recess or lunchtime, before or after school without supervision of a faculty member.
9. Students are expected to wear their uniform properly.

Playground Rules:

1. Lunches are to be eaten, not wasted, no throwing of food.
2. Students are to remain at their assigned lunch table for 10 minutes until dismissed by the adult supervising.
3. Papers are to be thrown in the recycle bins.
4. Frisbees or hardballs are not permitted on the playground.
5. Students are asked to take turns on the playground equipment.
6. Play-fighting, rough play (King of the Hill, pyramid building, Crack the Whip, tackling, etc.) is forbidden.
7. Students may not run, play or chase one another by the restroom area.
8. Students may not stand on toilet seats or use the restrooms as a social gathering place.
9. **No eating in the restrooms at any time.**
10. Slide: Come down feet first, one at a time.
11. No use of inner court during recess or lunch (off limits).

12. Tree climbing on school grounds is forbidden at all times.
13. Cliques and clubs that exclude students are not allowed.

Cheating

The following constitutes cheating and will result in **zero** credit for the assignment involved and a detention will be given.

- Plagiarism (an idea, thought or work of another person used as one's own)
- Copying of homework from another student
- Giving completed homework to another student to copy
- Looking at another student's work during test taking
- Talking during quizzes or tests
- Sharing information with other students that is not directed by the teacher

Parents will be notified immediately when cheating takes place.

School Phone:

The school phone is for school office business only. Students may not call home unless given permission by the principal, office manager or teacher. They will be given a phone pass to do so.

Hand-Held Devices:

Hand-held devices include: smart phones, cell phones, Kindles, smart watches, iPads, tablets and laptop computers. Students may bring hand-held devices to school, but they must remain in their backpacks and be turned **OFF** during school hours. Hand-held devices may be used after school hours to contact parents once the student has passed through the big parking lot gate. Hand-held devices may not be used in morning or after school daycare. They may not be used in the classroom, restrooms, or any other place on campus during school hours except in cases of dire emergency. Violations of this rule will result in confiscation of the hand-held device for the remainder of the school day and an infraction or clip down. Habitual violations will result in a parent/student/principal conference.

School Property

Each student is given specific textbooks. If any book is lost or damaged, the student will pay to replace the book. All books must be neatly covered at all times.

Because of the ruinous nature of gum on buildings, books, clothes, etc., the students are forbidden to chew gum on the school campus at any time. Vandalism will not be tolerated. Any damages done by a student is the responsibility of the parents/guardians.

Students are responsible for the proper care of athletic equipment. The student must replace equipment lost or damaged.

Detention, Suspensions and Expulsions

Detention

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

Suspension

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

Expulsion

Reasons for Expulsion:

Reasons for expulsion are, but are not limited to, the following offenses committed by students:

- Actions gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery or any threat of force or violence directed toward any school personnel or student
- Bullying, harassing or hazing school personnel or other students
- Open, persistent defiance of the authority of the teacher
- Continued willful disobedience
- Use, sale or possession of narcotics, drugs or any other controlled substance
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises
- Smoking or having tobacco
- Stealing
- Forging signatures

- Cheating or plagiarism
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school
- Habitual truancy
- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- Actions in or out of school which are detrimental to the school's reputation
- Violation of the Electronic Use policies and guidelines
- Inappropriate conduct or behavior unbecoming a student in a Catholic school

Procedure for Expulsion

Except in cases involving grave offenses, the following steps must be taken:

- A conference must be held with the parents or guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless there is immediate improvement in behavior. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion.
- If behavior does not improve, the final decision will be announced at a second conference attended by the principal, teacher, and parents or guardians. If the parents or guardians fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a final decision. The final decision rests with the pastor in consultation with the principal.
- In no case will a teacher on his or her own authority expel a student.
- Full credit will be given for all work accomplished by the student up to the moment of expulsion

Written Record

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

Cases Involving Grave Offenses

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

Time of Expulsion

- An expulsion may be made immediately if the reasons are urgent.

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

Reporting of Expulsions

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

Right to Make Exceptions

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

Home Study

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

Harassment, Bullying And Hazing Policy

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

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

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

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

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

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

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

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

Students are responsible for:

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

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

Student Threats

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

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

The student who has made the threat will be suspended until the investigation by the police and school has been completed. The decision to re-admit a student who has made a threat will be made by the principal and pastor on a case-by-case basis. Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. The police may be notified and these actions may result in suspension or removal of a student from school.

School Searches

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

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

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

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

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

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

Dress Code Guidelines for 2018 – 2019

St. Joseph Catholic School has identified Vicki Marsha Uniforms as the uniform vendor. All school uniforms must be purchased from them exclusively.

Vicki Marsha Uniforms
5292 Production Drive
Huntington Beach, CA 92646
714/895-6371
www.vickimarsha.com
School Code is : SJS6115

- ❖ **Uniform items with old logos remain acceptable. Older styles of the plaid skirt remain acceptable for girls in grades 4-8.**
- ❖ **Uniform hats, sold only by Vicki Marsha, may be worn outdoors during the school day.**

Boys: Alpha-K – 5 – Regular/Non-P.E. School Day Uniform

- Light Blue (Royal Blue AK-K), polo knit shirt with school logo (Vicki Marsha Only)
- Royal blue sweatshirt with school logo (Vicki Marsha Only)
- Navy, long-sleeved sweater or sweater vest with school logo (Vicki Marsh Only)
- Navy windbreaker/fleece jacket with school logo (Vicki Marsha Only)
- Navy blue cords/pants, navy twill shorts/pants. (Vicki Marsha Only) Shorts are not to hang below the knee. Shorts may be worn year round.
- Black or navy blue belt
- Shoes:
 - Low-top athletic with only the following colors (solid or combination of): black, white, grey or navy blue, lace-up or Velcro only. **No other color may be visible on the shoes or laces.**
- Socks
 - White crew socks – no logos
- ❖ Shirts must be tucked in at all times

Boys: Grades 6, 7, 8 – Regular/Non-P.E. School Day Uniform

- White knit polo shirt with school logo (Vicki Marsha Only)
- Navy hooded sweatshirt with school logo (Vicki Marsha Only)
- Navy, long-sleeved sweater or sweater vest with school logo (Vicki Marsh Only)
- Navy windbreaker/fleece jacket with school logo (Vicki Marsha Only)
- Navy blue cords, navy twill shorts/pants (Vicki Marsha Only)
- Shorts may be worn year round. Shorts are not to be worn below the knee.
- Black or navy blue belt
- Shoes:

- Low-top athletic with only the following colors (solid or combination of): black, white, grey or navy blue, lace-up or Velcro only. **No other color may be visible on the shoes or laces.**
- Socks:
 - White crew socks – no logos
- ❖ Shirts must be tucked in at all times

Boys: Alpha-K – 8 – Dress Uniform – To Worn on All Mass Days (Please Refer to School Calendar) or on Non-P.E. Days

- White, button-down collar, short or long-sleeved shirt
- Light Blue, button-down collar, short or long-sleeved shirt (Vicki Marsha Only)
- St. Joseph Plaid or Navy Blue tie (Vicki Marsha Only)
- Navy blue cords/pants or navy twill shorts/pants. (Vicki Marsha Only) Shorts are not to hang below the knee.
- Black or navy blue belt
- Shoes:
 - All black, leather or suede, low-top, lace-up or Velcro, athletic shoes or dress shoes.
- Socks:
 - White or black crew socks – no logos
- ❖ **Sweatshirts are not to be worn on Dress Uniform Days. Students may wear the uniform, navy, long-sleeved sweater, vest (Vicki Marsha Only) or the uniform jacket (Vicki Marsha Only) on cold days.**
- ❖ **Shirts must be tucked in at all times**

Girls: Grades Alpha-K – 5 – Regular/Non-P.E. School Day Uniform

- Light Blue (Royal Blue AK-K) polo knit shirt with school logo (Vicki Marsha Only)
- Royal blue sweatshirt with school logo (Vicki Marsha Only)
- Navy, long-sleeved sweater or sweater vest with school logo (Vicki Marsh Only)
- Navy windbreaker/fleece jacket with school logo (Vicki Marsha Only)
- Walking shorts in plaid (Vicki Marsha Only) or navy, twill (may not be rolled up)
- Long, twill navy pants (Vicki Marsha Only)
- Plaid Skirt (Vicki Marsha Only) 4th & 5th Grade Only – Skirt must measure no higher than 2” above the back of the knee
- Belts (black or navy blue) are required when pants/shorts have belt loops.
- Shoes:
 - Low-top athletic with only the following colors (solid or combination of): black, white, grey or navy blue, lace-up or Velcro only. **No other color may be visible on the shoes or laces.**
 - Dress Uniform Shoes: black and white Saddle Oxfords, black Penny Loafers or black Mary Janes
- Socks:
 - White or navy blue knee or white crew socks – no logos
- Hair Accessories:

- Ribbons, headbands or barrettes may only be solid navy blue, black, white, or St. Joseph School plaid
- ❖ Shirts must be tucked in at all times

Girls: Grades Alpha-K – 3 – Dress Uniform – To Worn on All Mass Days (Please Refer to School Calendar), May be Worn on Non-P.E. Days

- Plaid Jumper (Vicki Marsha Only)
- White or Light Blue Blouse with Peter Pan Collar (Vicki Marsha Only)
- Shoes:
 - Black or navy and white Saddle Oxfords, black Penny Loafers or black Mary Janes
- Socks:
 - white or navy blue knee or white crew socks – no logos
 - white or navy blue tights may be worn on cool days
- Hair Accessories:
 - Ribbons, headbands or barrettes may only be solid navy blue, black, white, or St. Joseph School plaid
- ❖ **Shirts must be tucked in at all times**
- ❖ **Sweatshirts are not to be worn on Dress Uniform Days. Students may wear the uniform, navy, long-sleeved sweater, vest (Vicki Marsha Only) or the uniform jacket (Vicki Marsha Only) on cold days.**

Girls: Grades 6, 7, 8 – Regular/Non-P.E. School Day

- White polo shirt with school logo (Vicki Marsha Only)
- Navy hooded sweatshirt with school logo (Vicki Marsha Only)
- Navy, long-sleeved sweater or sweater vest with school logo (Vicki Marsh Only)
- Navy windbreaker/fleece jacket with school logo (Vicki Marsha Only)
- Navy blue or plaid (Vicki Marsha Only) walking shorts (may not be rolled up).
- Long, twill navy pants (Vicki Marsha Only)
- Plaid Skirt (Vicki Marsha Only)
- Belts (black or navy blue) are required when pants/shorts have belt loops
- Shoes:
 - Low-top athletic with only the following colors (solid or combination of): black, white, grey or navy blue, lace-up or Velcro only. **No other color may be visible on the shoes or laces.**
 - Dress Uniform Shoes: black and white Saddle Oxfords, black Penny Loafers or black Mary Janes
- Socks:
 - White or navy blue knee or crew socks – no logos
- Hair Accessories:
 - Ribbons, headbands or barrettes may only be solid navy blue, black, white, or St. Joseph School plaid
- ❖ Shirts must be tucked in at all times

Girls: Grades 4-8 – Dress Uniform – To Be Worn on All Mass Days (Please Refer to School Calendar), May be Worn on Non-P.E. Days

- **Plaid Skirt (Vicki Marsha Only)** Skirt must measure no higher than 2” above the back of the knee
- White, button-down collar, short or long sleeved shirt, only. No Polo Shirts worn on this day.
- Light Blue, button-down collar, short or long sleeved shirt (Vicki Marsha Only)
- Navy sweater or sweater vest with school logo (Vicki Marsha Only)
- Shoes:
 - Black, navy and white Saddle Oxfords, black Penny Loafers or black Mary Janes
- Socks:
 - white or navy blue knee or crew socks – no logos
 - white or navy tights may be worn on cool days
- Hair Accessories:
 - Ribbons, headbands or barrettes may only be solid navy blue, black, white, or St. Joseph School plaid
- ❖ **Shirts must be tucked in at all times**
- ❖ **Sweatshirts are not to be worn on Dress Uniform Days. Students may wear the uniform, navy, long-sleeved sweater, vest (Vicki Marsha Only) or the uniform jacket (Vicki Marsha Only) on cold days.**
- ❖ **If worn on a regular school day, the dress uniform must be worn in its entirety.**
Example: no polo shirts with skirts, no athletic shoes

P.E. Uniform: Boys/Girls - Grades Alpha-K – 8 (Worn on Assigned P.E. Days)

- Navy blue P.E. shorts
- Light blue t-shirt with school logo (Vicki Marsha Only)
- Navy Blue Sweatpants (Vicki Marsha Only)
- Grade-level school sweatshirt with school logo
- Shoes:
 - Low-top athletic with only the following colors (solid or combination of): black, white, grey or navy blue, lace-up or Velcro only. **No other color may be visible on the shoes or laces.**
- Socks:
 - White crew – no logos
- Hair Accessories (for girls):
 - Ribbons, headbands or barrettes may only be solid navy blue, black, white, or St. Joseph School plaid

Hair/Nails/Cosmetics

Bangs or sides of hair may not fall in the student’s face and must be held back with a clip or bobby pin. Boys’ hair should not touch their shirt collar or the top of their eyebrows. Hair spikes, i.e., flattop or bangs may not be higher than one inch from scalp. No mohawks, buns or braids for boys. No color change, bleaching. No shaved heads sides or back (no scalp showing). Barber is not to use the #0 razor. Adornments on hair headbands must be the exact same color as the headband and should not measure more than 2 inches. Nails must be kept

clean, short, and only clear nail polish is allowed (no French manicures or colored polish). Students may not wear cosmetics at any time. This includes eyeliner, mascara, lipstick, blush, or makeup of any kind.

Jewelry

- Small religious necklace only
- Post earrings, one per ear (girls only) stud, no hoops or loops of any kind
- Watch – no neon colors
- Ring – one per hand – girls only
- No bracelets are allowed (exception for medical/official ID/Year of Faith) - this includes wearing hair bands around the wrist.

Out of Uniform

- Rolling up skirts or shorts – skirts higher than 2” above the back of the knee
- Non-prescription eyewear of any sort
- Logos or embellishments of any sort on socks
- Turning up short cuffs (may not be sewn shorter)
- Sagging pants
- Un-tucked shirts
- High tops, hiking boots, platform tennis shoes
- Open toe shoes, sandals
- Ribbons, headbands or barrettes that are colors other than solid navy blue, black white, or St. Joseph School plaid

Free Dress

- Shoes - Tie or velcro only. Athletic shoes, any color. Shoes must be worn at all times. Sandals - flip-flops or backless sandals are not permitted on campus. This includes athletes who change early for athletic competitions. Boots – heels may be no higher than 1 inch.
- Shirt / Top - Must have sleeves, either long or short. No crop tops (no bare midriffs), low cut tops, halter-tops, tank tops of any width or spaghetti straps may be worn. Appropriate logo shirts and socks may be worn on these days. Clothing may not have offensive/inappropriate sayings or pictures.
- Shorts / Pants - no cut offs, ripped jeans or low riders. Capri's are fine. Leggings must be worn with a long, tunic-type top. Hem on shorts is to be no higher than mid-thigh.

Buck-A-Jean Day

Jeans must be denim and free from tears, rips and holes.

Consequences for uniform infraction:

One warning will be given for the first uniform violation. A referral will be given for the second violation. A detention will be given for the third violation. Four uniform violations will result in parent conference.

All uniforms must be labeled with student's name and grade.

St. Joseph administration and faculty reserve the right to assess the appropriateness of uniform and free-dress clothing.

St. Joseph administration and faculty reserve the right to amend the uniform policy as needed throughout the school year.

Parent / Student Policies Agreement

This page is to be copied and returned to school. An agreement form must be on file for each family before being considered fully registered for the 2018-2019 school year.

School Policies

School Handbook – In keeping with administrative changes in policy, this handbook may be amended as deemed necessary by the administration of St. Joseph Catholic School. You will be notified if changes occur to the stated policies in this handbook.

Saint Joseph Catholic School Parent/Student Policies Agreement Form

ACCEPTANCE OF PARENT/STUDENT HANDBOOK

Our family has received and read the 2018-2019 St. Joseph Catholic School Parent/Student Handbook. We are aware of, understand, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended. We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

Father's or Guardian's Signature

Date

Mother's or Guardian's Signature

Date

Print student names and grades:

Student's First Name _____ Grade _____

Student's First Name _____ Grade _____

Student's First Name _____ Grade _____

Student's First Name _____ Grade _____