

PARENT - STUDENT HANDBOOK

ST. JOSEPH SCHOOL

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Kindergarten - Grade Eight

Accredited by

The Western Association of Schools and Colleges

And

The Western Catholic Educational Association

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St. Joseph School Philosophy

It was he who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God's people for works of service, so that the body of Christ may be built up until we all reach unity in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ. (Ephesians 4:11-13)

St. Joseph School is a Catholic elementary school in central Santa Ana founded in 1913, which serves a diverse socio-economic community. The school is under the supervision of the Department of Catholic Schools of the Diocese of Orange and is staffed by a qualified faculty consisting of Sisters of St. Joseph of Orange and lay teachers.

Since its foundation, the purpose of the school has been to assist parents in the education of their children. Recognizing that parents are the primary educators, we strive to strengthen the position of the family through partnership with parents. We believe that parents entrust their children to our care because their family goals and values are enhanced in our setting.

St. Joseph School is a Christian community in which each individual is encouraged to acquire knowledge, skills and values in order to be happy and to serve God, family, and society responsibly. We believe that the mission of Catholic education is to nurture each student's spiritual, intellectual, social, and physical powers, leading to a fuller life in Christ. We hold that the central task of the school is to foster each student's self image as a unique, talented creation of a loving God with abilities and gifts which must be developed, not only for one's personal growth, but also for the common good, and the eventual transformation of the world.

We believe that our purpose as Christian educators must be to provide opportunities for each student to be reflective and creative, to stretch beyond the intellectual and technological limits of our times, and to embrace spiritual and moral truths. We prepare our students to assume their role in the creation of a just and peaceful world in a non-violent manner.

The environment at St. Joseph School is based on the teaching tradition and lived experiences of the Catholic Church. These traditions and experiences are deeply rooted in the framework of the parish family. We believe that a knowledge of our faith and frequent participation in the spiritual and sacramental life of the Church will foster Gospel values in each student.

As a faculty and staff, we are committed to ongoing professional development that encourages academic excellence in the context of Christian community.

Mission

St. Joseph School, a K-8 Catholic school in Santa Ana, is committed to making quality Catholic education available and affordable to the community of Santa Ana. Promoting dignity, excellence and social justice through a curriculum of outstanding academics focused on Catholic identity, St. Joseph School seeks to form students who are healthy, prayerful, just citizens, effective communicators and good stewards of the gift they have been given.

Student Learning Expectations

St. Joseph School is dedicated to offering a challenging curriculum that is standards based and assessing student learning on an ongoing basis. We use data to inform our decisions on methodology, curriculum, and resources. Our SLE's were designed to be educational outcomes and flexible enough to be measureable at each grade level. Upon graduating, faithful application of these SLE's should lead our students to have the academic skills to compete in a global society and the spiritual maturity to help transform the world around them.

Just Citizens

Oustanding Academics

Stewardship

Effective Communicator

Prayerful

Healthy

GENERAL INFORMATION

A. ORGANIZATION

Central Administrative and Supervisory Personnel

Bishop

The bishop, chief pastor of the diocese, is officially responsible for all educational programs within the diocese. This responsibility extends beyond the spiritual formation of his people and includes all those elements which contribute to the development of the total Christian community. All school policies and practices must have the approval of the bishop or those to whom he delegates this responsibility. As Chairman of the Diocesan Consultative School Board, the bishop acts as the executive for all educational institutions within his jurisdiction.

Department of Catholic Schools

The bishop, in his role as chief educator, delegates the everyday administration of the Catholic schools in the diocese to the Department of Catholic Schools. The department is headed by the superintendent of Catholic Schools who is the executive secretary of the Diocesan Consultative School Board.

Superintendent of Catholic Schools

As an appointee of the bishop, the superintendent is responsible for reporting directly to the bishop, or his delegate, and to the diocesan Consultative School Board all matters affecting the diocesan schools. S/he establishes a School Department and oversees this department in the administration and supervision of Catholic school education in the schools of the diocese.

Diocesan Consultative School Board

The Diocesan Consultative School Board of the Diocese of Orange is established by the bishop. Its major function is to assist the superintendent of Catholic schools in setting the vision and goals for the diocesan schools. It serves in a consultative manner. All proposals of the board regarding long-range planning, marketing, development and finances are subject to the approval of the bishop. In addition the board assists in the recommendation of policies that affect all schools, and is further responsible for the promotion of effective public relations on behalf of Catholic school education.

The Superintendent's Council and Diocesan Principals' Association

These groups constitute two major advisory groups to the superintendent and the Department of Catholic Schools. These groups meet several times each year for input, sharing of comments, concerns, and policy development affecting all schools.

St. Joseph School Administration

The Pastor

The pastor as head of the parish is responsible for all educational programs within the parish. As such and subject to diocesan Catholic school policies, the pastor delegates the administration of the school to the principal.

The Principal

The principal has the responsibility for administering the entire school program. S/he is responsible for seeing that the agreed-upon philosophy and goals are implemented and carried out. S/he is responsible for supervising the staff and instructional programs, and for relating with the parents, parish, and general public.

The Parish Pastoral Team

The parish Pastoral Team is made up of the pastor, parochial vicar, director of religious education and Christian life ministries, associate director of religious education, director of youth ministries, parish

manager, parish secretary, and the school principal. The group ordinarily meets bi-monthly to discuss issues, develop policy, and share ideas regarding ministries and activities within the parish.

St . Joseph School Consultative School Board

The St. Joseph School Consultative Board is made up of parishioners, and friends of St. Joseph School. The purpose of the school board is to assist and advise the pastor and principal in areas of school life. These areas include: curriculum; finance and marketing; fundraising; extra-curricular activities; building and maintenance; parent support and involvement.

The Faculty and Staff

The faculty and staff at St. Joseph School consider the work of teachers to be a ministry in which they gladly share the gifts God has granted them as they seek to “build the Body of Christ.” Striving to share their faith and knowledge with our students, the teacher is to look after and enhance the spiritual, moral, academic, physical, and social growth of the students, and to uphold the philosophy and goals of St. Joseph School.

B. ADMISSION POLICIES, PROCEDURES AND REGISTRATION

Non -Discrimination Policy

St. Joseph School in the Diocese of Orange, mindful of its mission to be a witness to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. St. Joseph School does not discriminate on the basis of race, color, and national and/or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Likewise St. Joseph School does not discriminate against any applicant for employment on the basis of sex, handicap, race, color and national and/or ethnic origin.

Admission Policies

Priority is to be given to children of registered members of St. Joseph Parish. (“Member” denotes a person who participates regularly in the Sunday liturgies and life of the parish and who contributes both personally and financially to the parish.)

Children of families with siblings already attending St. Joseph School would be given next priority, followed by families who are active members of a Catholic parish other than St. Joseph, and then families who are not members of any Catholic parish.

All students applying for admission will be screened for readiness prior to admission. The results of the screening will help determine acceptance and placement.

Kindergarten students are to be 5 years of age before September 1st of the year they begin Kindergarten.

Transitional Kindergarten students are to be 4 years of age by September 1st of the year they begin Transitional Kindergarten

Any requirements for special needs to assist the student’s learning will be discussed and reviewed to determine whether St. Joseph School has the facilities and expertise to provide the needed special assistance.

Students transferring from another school must produce the previous year’s report card and a letter of recommendation from their pastor, principal, or teacher, if asked to do so.

Students transferring from another school must be in good academic standing and have good marks in conduct to be considered for admission. All new incoming students grades K-8 are admitted on a probationary basis for a period of six weeks. Students transferring from another Catholic schools must not have an unpaid balance at that school.

At the time of the student screening a brief interview with the prospective parent or guardian will be conducted.

In order to facilitate academic achievement, proper grade level placement is important. No student shall be placed at another grade level without parent, teacher and administrator being in agreement. Admission may be denied if consensus cannot be reached.

To ensure proper placement, all grade level placements for new students at St. Joseph School are probationary for a period of six weeks.

Other Requirements

- Parents agree to actively support the spiritual and academic standards of the school.
- Parents agree to support all regulations and policies of the school.
- Parents agree to make tuition and any other payments owed the school on time, complete the required service hours, and participate in the scrip program and other necessary fundraisers.
- **Prior to entering Kindergarten or 1st grade students need to have a complete physical examination. A record of this will be kept on file in the school office.**
- All forms received at registration must be completed and signed before admission is final. (This includes: immunization and health records; sacramental certificates; latest report cards.)

Registration

Registration for the following school year is sent out to our current families in the spring. Enrollment forms and the non-refundable registration fee are to be returned by the designated date to ensure your student a place for next year.

Kindergarten and new student registration begins in the spring. After the class reaches capacity (32-36 students), applicants will be placed on a waiting list.

Screening for kindergarten and new student applicants takes place in February, but can be done earlier or later upon request.

Written notification of acceptance or non-acceptance and placement will be sent out within two weeks of screening. (The non-refundable registration fee must be paid at this time.)

The annual registration day for St. Joseph School takes place in spring and parents will be notified as to the date. At this time, all forms pertaining to the school year are to be completed and turned in along with payment of the remainder of the school fees. (A complete packet of these forms and the financial agreement will be mailed to each family in July prior to the registration day).

All forms and payment of all fees must be completed and recorded in the school office before admission.

C. TUITION AND FEES

St. Joseph School will publish the tuition and fee schedule for the upcoming school year by March 1.

Registration Fees

The non-refundable registration fee is due in March or at the time you enroll your student at St. Joseph School. This fee must be paid in order to reserve a space for your student for the coming year. The remainder of the fees are due on the registration day or can be paid monthly over the course of the school year. The principal must approve the payment plan. No student will be granted readmission/admission until the registration and all fees are paid in full.

Tuition

Two payment plans are available:

Tuition may be paid in one single payment, due on September 1; or in 10 monthly payments, due on the 1st of each month, August through May.

Payments made after the 10th of each month are considered late and a late fee will be charged to the account.

You will be mailed a statement of your account from FACTS each month. You will also be mailed a statement for non-tuition expenses from the school office monthly. Families are asked to mail/pay their Tuition and Daycare payments to FACTS. All other payments are to be paid back to the school office using the enclosed self addressed envelope. Parents may also choose to walk their payment into the school office during business hours, 7:30am - 4:00pm, Monday through Friday.

Families that fall behind in tuition and/or fee payments jeopardize the education of their students at St. Joseph School. **If your payment will be late, contact the office before the 10th of the month with an explanation and the date the account will be paid in full.** If your account is 60 or more days past due, your student will be suspended until account is current. If you leave the school with a balance, your account may be turned over to collections.

Any checks returned by the bank for any reason will result in a \$15 service charge. If 2 or more checks are returned by the bank, the family will be asked to make all future payments in cash, money order, or cashier's check.

Students will not be allowed to re-register until account is paid in full. Families with delinquent accounts may lose their spaces as classes are filled.

No eighth grader will be allowed to participate in graduation activities or ceremonies if tuition and fees are not paid by June 1st, and the diploma will be withheld. Notice of delinquency will be forwarded to the student's high school and at the discretion of the pastor and principal the account may be forwarded to a collection agency or pursued through court.

D. TUITION ASSISTANCE

Tuition assistance is available for families that qualify and as funds are available. Families are to apply through FACTS either online or by sending in a paper application. FACTS will charge a fee for reviewing the application. No Tuition Assistance will be given without an application being submitted to FACTS. St. Joseph School administration will review recommendations made by FACTS and award Tuition Assistance. At present, tuition assistance is provided through the Orange Catholic Foundation, the Diocese of Orange, St. Joseph School Scholarship Fund, and The Luevano Foundation. Any family attending or applying to St. Joseph School may apply for tuition assistance.

Receipt of tuition assistance requires that: 1) the student be diligent; 2) the student exhibit good citizenship; 3) the family exhibit partnership with school in the education of their student. If a student/family shows a lack of responsibility in any of these areas the tuition assistance may be withdrawn and awarded to other qualifying families.

Further, all families receiving Tuition Assistance must be on auto-debit through FACTS.

E. FAMILY COMMITMENT AGREEMENT

- 1) Parents or guardians agree to prompt payment of tuition and fees. (See tuition.)
- 2) Parents or guardians agree to contribute 30 hours of service per family per school year. A fee of \$10.00 per hour will be added to the June account for each uncompleted service hour. A fee of \$ 10 per hour will be assessed for not working at the assigned shift for the Fiesta. Also, a total of \$30 will be charged for not helping at your child's bake sale.
- 3) Parents or guardians agree to participate in the fund raising efforts of St. Joseph School. Each family is asked to raise a minimum of \$600.00 in fundraising income. Fiesta raffle, Christmas Classic, bake sale and pancake breakfast remain mandatory. Families may choose among remaining fundraisers to complete the necessary required \$600.00. Families choosing not to participate in fund raising will be assessed up to \$600.00 on their June statement plus the amounts for the Fiesta, Christmas Classic and bake sale.
- 4) Parents or guardians agree to attend: parent orientation; back to school night; classroom meetings; and all parent-teacher conferences (1-3).
- 5) Parents or guardians agree to support the administration, faculty, and staff of St. Joseph School, enlisting them as allies in the education and growth of their student. Parents found not supporting the administration may be asked to leave the school.
- 6) Parents or guardians agree to support their student in academic progress, homework, and class assignments.
- 7) Parents or guardians agree to allow student pictures to appear in brochures, flyers, or other printed or multi-media campaigns that are sponsored by or could benefit St. Joseph School or CSJ Educational Network.

8) Parents or guardians agree to support the philosophy, policies and procedures of St. Joseph School.

F. EXTENDED DAY CARE AND AFTER SCHOOL PROGRAM INFORMATION

In order to help meet the needs of today's families, St. Joseph School offers extended day care each day school is in session. The extended day care program is open to any student enrolled at St. Joseph School. Our extended day care hours are 6:45 AM to 8:05 AM and from dismissal to 6:00 PM.

Program features:

- Early morning hours (open at 6:45 AM)
- Qualified and experienced adult supervision
- Structured homework and play periods (including arts and crafts)
- Afternoon snack

Please note:

Students dropped off before 7:45 AM must be signed into day care. Students that are dropped off before 7:45 AM are asked to enter school through the front door.

Students are not to be dropped off before 6:45 AM as no adult is present for supervision.

Parents, or those assigned as responsible for the child, must sign-in the child in the morning and sign-out the child in the afternoon.

A teacher is on duty outside each day for 15 minutes after dismissal. If your child has not been picked up by this time, s/he will automatically be signed into extended day care and you will be billed the appropriate amount. **NO student is to be unsupervised either at St. Joseph School or in the neighborhood.**

Only the parent or someone designated by the parent may pick up a child from extended day care. There are two ways to designate a person to pick up:

- 1) By including them on your Blue emergency Card.
- 2) By sending a written note signed and dated by the parent to the school office indicating who will pick up your child in the afternoon.

Extended day care staff members are employed until 6:00 PM. A substantial fee of \$1.00 per minute will be charged for late pick-ups. **After 6:30 the school will call contacts on the blue card to arrange for pickup.**

Payment for extended day care:

- Parents of students staying in daycare on a regular basis must pay in advance through FACTS.
- Those choosing Occasional Use of Daycare will be billed weekly. Assessment of fees is based on number of hours extended day care is used.
- If it is found that Occasional Use falls into the parameters of Full-time, the parent will be notified and the appropriate charge will be added to FACTS.

Children of families who are behind more than thirty days in paying their Daycare will not be permitted in Daycare. The child will be held at the front desk and the parent will be called to pick them up. Any parent not picking up their child(ren) who is not allowed to attend Daycare due to account status will be suspended from school until the account is paid. Also, failure to pay Daycare charges may result in the suspension of the child until the account has been brought current.

G. SCHOOL HOURS AND SCHEDULES

School hours: Monday, Tuesday, Wednesday, and-Friday - 8:05 AM - 3:00 PM.

Thursday - 8:05 AM - 2:00 PM (St. Joseph School Faculty meetings each Thursday).

Daily Schedules:

Grades K-4

Announcements/Assembly	8:05 AM - 8:15 AM
Prayer/Office Business	8:15 AM - 8:30 AM
Period I	8:30 AM -10:25 AM
Recess	10:25 AM -10:45 AM
Period II	10:45 AM -11:50 AM
Lunch	11:50 AM -12:10 PM
Lunch/Recess	12:10 PM -12:30 PM
Free Read Period	12:30 PM -12:45 PM
Period III	12:45 PM - 1:30 PM
Period IV	1:30 PM - 2:15 PM
Period V	2:15 PM - 3:00 PM

Grades 4-8

Announcements/Assembly	8:05 AM - 8:15 AM
Prayer/Office Business	8:15 AM - 8:30 AM
Period I	8:30 AM - 9:15 AM
Period II	9:15 AM -10:00 AM
Recess	10:00 AM -10:20 AM
Period III	10:20 AM -11:05 AM
Period IV	11:05 AM -11:50 AM
Lunch/Recess	11:50 AM -12:10 PM
Lunch	12:10 PM - 12:30PM
Free Read Period	12:30 PM -12:45 PM
Period V	12:45 PM - 1:30 PM
Period VI	1:30 PM - 2:15 PM
Period VII	2:15 PM - 3:00 PM

H. FAMILY ENVELOPE

The Family Envelope is sent out on the last school day of each month. This envelope contains important information for the coming month, including lunch menu, calendar, and principal's newsletter. **All contents of this envelope should be read carefully by the parent or guardian and the student.** The envelope is to be returned with any information requested by the school **NO later than the 10th of each month.**

I. STUDENT RECORDS

The following items are included in each student's record:

- 1) Family information
- 2) Health record: immunization and physical examination
- 3) Attendance record
- 4) Academic achievement: report card, standardized test scores

- 5) Psychological testing: special academic testing (with consent of parent)
- 6) Sacrament information
- 7) Any other information that may be requested by the school

Record inspection

The Family Education Rights and Privacy Act of 1974 states that the parents or legal guardians have the "right to inspect and review any and all official records, files, and data directly related to their children". This includes any of the above-mentioned student records. Student records may not be taken from the school while being reviewed.

Student transfers

The transfer of a student's records will be processed upon receipt of a formal written request from the receiving school's office. Both the written request and the transfer record card will be kept on file in the school office. Eighth grade student records will be sent to the high school each student is attending. Do not call or come in to the school office to request records. These records will be available for your perusal only at the school to which your child has been transferred.

J. APPOINTMENTS

Teachers

Arrangements for a conference with a teacher may be made by written request to the teacher or a telephone call to the school office. Teachers will respond to your request at their earliest convenience. Please do not meet with teachers while they are on yard duty. Parents may not directly go to a classroom to speak to a student or to a teacher during school hours. Parents or other visitors coming into the school premises for any reason must check in at the school office. If a parent or guardian needs to meet with or speak to their student during school hours, school office personnel will direct the student to come to the office area.

Principal or Administration

Arrangements to meet with the principal or administrator are to be made by telephone or written request. Ordinarily an appointment is necessary and walk-in visits will be accommodated as time permits.

K. REPORTING CHILD ABUSE

In accord with diocesan policy and California law, school personnel are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities although this would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School personnel will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

L. STUDENT INSURANCE

As a part of the student fee, students are extended accident insurance through a diocesan-approved plan. The student accident insurance is available for all students while attending school or school-sponsored activities or while being transported to and from school or any school-sponsored activity. The agent should be contacted for answers to any questions involving claims or accidents. It is the responsibility of the parent in case of any accident to request the Insurance Claim Accident Form and submit it to the appropriate claims office. The agent is: **Myers-Stevens & Toohey & Co., 26101 Marguerite Parkway, Mission Viejo, CA 92692-3203; (949) 348-0656 or (800) 827-4295.**

M. LUNCH PROGRAM

Hot, nutritious lunches are served on each day school is in full session (no hot lunch served on half days). A lunch ticket is purchased for ten lunches at a time. Information on prices, schedule of due dates, and application for free or reduced rate lunches is included in the family packet sent to all families before registration day.

Qualifying families are eligible for free or reduced-rate lunches. Federal regulations require that an application form and eligibility standards be sent to all parents with children enrolled at St. Joseph School. The information on the eligibility application is subject to verification by school officials. The information on the application is confidential and will be used only to decide eligibility. Households may apply for free or reduced-rate lunches any time their economic or household circumstances change. NO child will be discriminated against because of race, sex, color, national origin, age, or handicap. Under federal and state policies, local administrators will determine a student's eligibility. Parents or guardians can appeal the decision by contacting the school office at 542-2704.

N. COUNSELING PROGRAM

St. Joseph School, through a contractual arrangement with private counselor, provides its families with an on-site professional family and child counselor. The counselor is on site one day a week. Appointments with the counselors can be arranged by calling the school office at 542-2704.

Parents are encouraged to take advantage of the services of this program. A child may self-refer or be referred by a parent, teacher, or school administrator. Parental permission is needed before the counselor may see the student after an initial screening. All personal communication will be considered confidential. Families are not charged an additional fee for this service. Parents may make an appointment to see the counselor regarding the progress of their student.

O. WEB PAGE

St. Joseph School can be found on the internet @ www.stjoesa.org Home Page & About Us, Philosophy, Curriculum, Registration & Tuition, Calendar, Lunch Menu, Activities, Athletics, Maps & Directions. Also, links to the Diocese of Orange, and a teachers Homework Page.

ACADEMIC INFORMATION

St. Joseph School is fully accredited through the Western Catholic Education Association, the Western Association of Schools and Colleges, and the Diocese of Orange.

A. CURRICULUM

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

Language Arts	Physical Education
Religion	
Mathematics	
Science	Computer Science
Social Studies	

* Language Arts include: reading, writing, English/grammar, spelling, vocabulary, handwriting, and composition.

B. SPIRITUAL FORMATION

Students receive daily instruction in Religion. The entire school participates in a weekly celebration of the mass that is planned and hosted by each of the classes in turn. Various occasions are celebrated with prayer services, including St. Joseph Day, the feast of Our Lady of Guadalupe, and Thanksgiving. Stations of the Cross are prayed during Lent, and students in grades 3-8 receive the Sacrament of Reconciliation. In May St. Joseph School celebrates the May Crowning of Mary with its "Living Rosary". Special attention is paid to daily prayer and the study of scripture.

Any unbaptized student enrolled at St. Joseph School may be prepared for baptism. Baptism is required in order to receive any of the other sacraments. For information on this call the Office for Religious Education at 714-550-8096.

Students are prepared for the Sacraments of Reconciliation and Eucharist. This sacramental preparation usually takes place in the second grade, however students in grades 3-8 may also be prepared if they have not previously received these sacraments. For more information on this please call the Office for Religious Education 550-8096 or St. Joseph School Office 542-2704.

Students in grades 5-8 are encouraged to participate in training to become Altar Servers. Students that have participated in the training and have parental permission serve during school Masses, at Funerals, Weddings, and on Sunday's.

C. LIBRARY

At this time the school has classroom libraries and the classroom rules apply.

D. COMPUTERS

St. Joseph School offers computer education to its students in kindergarten through eighth grade. Instruction is offered in the areas of word-processing and computer-assisted instruction in various subject areas. Technology is used in all grades.

Grades 5-8 participate in a 1-1 iPad program. Only iPads issued from St. Joseph School are allowed to be used. Participation in the program is mandatory. A charge of \$30 per month is assessed by the Diocese to cover the cost of the program. Students are required to follow the policies of the school as outlined in papers to be signed by parents or guardians. No unauthorized pictures are allowed to be taken by the student. As this is an emerging field of education, St. Joseph School reserves the right to create and implement policies as deemed necessary by the administration as needed.

Parents must have signed a correct usage policy before the student is allowed to go on the Internet.

E. PHYSICAL EDUCATION

All students are required to participate in physical education (unless excused by a note from a physician).

All students are required to wear the St. Joseph School P.E. uniform as outlined in the uniform guidelines. If a student does not wear the P.E. uniform he/she must sit out P.E. and will receive an Out of Uniform Notice worth one demerit. This notice will be sent home to be signed by the parent and is to be returned to school the next day.

If the student has an injury that requires the attention of a physician, that student shall not participate in P.E. until a written note from the physician gives the student permission to resume P.E.

Occasionally, because of certain physical conditions (e.g. a cold or a pulled muscle), a parent may determine that it is in the child's best interest not to participate in P.E. In such cases, a note from the parent to this effect is required and will excuse the student from one class only.

The grade in P.E. is determined by the student's class participation, attitude, sportsmanship, compliance with the dress requirement, and skill level.

F. Stewardship Program

The goal of the St. Joseph Stewardship program is to offer our students the opportunity to serve others. It is our expectation as students avail themselves of service opportunities they learn profound and life-changing lessons. In the Christian tradition, service to others is both our responsibility and our blessing, for it is God who first served us.

Each 7th and 8th grade student is required to complete 20 hours of service by June 1st. No more than 10 hours will be of service to our own community. Students will keep track of hours served on a school-approved sheet and turn them into the teacher. Two signatures are required for each session of service: site supervisor and parent. It is highly recommended that students check with the teacher and/or principal to make sure the service hours will be approved. Administration has the final decision on acceptable sites for service. Failure to complete the required 20 hours will result in a C- or lower grade for the student in Religion.

G. EXTRA CURRICULAR ACTIVITIES

St. Joseph School provides several extra-curricular activities for its students.

1) Boys' and Girls' after-school sports: "A" (Grades 6-8) and "B" (Grades 5-6) teams compete in the Parochial Athletic League (P.A.L.).

Boys' sports: flag football; basketball; volleyball

Girls' sports: volleyball; basketball; softball

2) Student Government

3) Band for grades 4 & 5

4) Drum line for grades 5-8. Drum line practice will be at St. Anne School.

H. STANDARDIZED TESTING PROGRAMS

The following tests are given each year:

Grades 2 - 8 STAR Testing and Iowa Test for Basic Skills (ITBS). The ITBS may also be given I pre-and post- format to help with curriculum and curriculum delivery decisions.

Grades 5 & 8 ACRE Test (Religious Inventory)

Interim Assessments will also be given throughout the year.

I. GRADING POLICY

Grades Kindergarten

- S** Successful: The student is successfully producing work that is consistent with or above grade level standards.
- N** Needs growth in this area: The student needs to demonstrate more growth toward the grade level standards for this area.

Grades 1-2:

- Outstanding: The student is successfully producing work above grade level standards.
- U** Successful: The student is successfully producing work that is consistent with grade level standards.
- U** Needs growth in this area: The student needs to demonstrate more growth toward grade level standards for this subject area.

Grades 3-8: Letter grades are given for academic achievement

- 16A** (92% - 100%) The student produces markedly outstanding work, based on a consistently high level of knowledge, skills and understanding of level content, responsible behavior and work habits / study skills
- A-** (90% - 91%)
- B+** (88% - 89%) The student produces work that demonstrates a thorough mastery of the knowledge, skills and understanding of level content, responsible behavior and work habits/study skills
- B** (82% - 87%)
- B-** (80% - 81%)

C+	(78% - 79%)	The student produces work that demonstrates satisfactory knowledge, skills and understanding of level content, responsible behavior and work habits / study skills
C	(72% - 77%)	
C-	(70% - 71%)	
D+	(68% - 69%)	The student produces work that demonstrates limited knowledge, skills and understanding of level content, responsible behavior and work habits / study skills.
D	(62% - 67%)	
D-	(60% - 61%)	
17F	(59% or below)	The student produces work that demonstrates unsatisfactory knowledge, skills and understanding of level content, responsible behavior and work habits / study skills.

Incomplete on the student learning assessment indicates that the student has not completed the work required for the grading period. Students who receive a grade of incomplete are given one week from the time the student learning assessment is received (or one week from the time they return to school) to complete unfinished work. After one week the earned grade will be placed on the student learning assessment.

J. Student Learning Assessment

St. Joseph School is on a trimester system. Students in grades K through 8 receive Student Learning Assessments three times each year. Student learning assessments are issued to students in December, March and June.

K. HOMEWORK POLICY

Approximate homework time allotments:

Kindergarten	- 15 minutes
Grades 1 - 2	- 15 to 45 minutes
Grades 3 - 4	- 45 minutes to 1 hour
Grades 5 - 6	- 1 hour to 1 hour and 30 minutes
Grades 7 - 8	- 1 hour and 30 minutes to 2 hours

Homework ordinarily is assigned Monday through Thursday. In some cases there may be a weekly or long-term assignment that might cause a student to have homework over a weekend. Homework is assigned to reinforce material already taught and to foster habits of independent study. We ask that parents be mindful that homework assignments are not always written. Research, reading assignments, and preparing for upcoming tests should be done with as much care as the written assignments. **Parents' careful supervision of homework will provide invaluable support to the academic progress of the student.** It is recommended that a child who does not have assigned homework review what was covered in class that day, prepare for an upcoming test, and spend 30 minutes to an hour reading. St. Joseph School believes in daily reading and assigns it in all classes.

Students who are absent are responsible to make up all missing school work and homework. Parents may call the school office by 10:00 AM to request that homework be sent home with a sibling or the parents may pick up the student's homework in the office. Please pick up homework by 4:00 PM. If there is an extended absence due to illness and a grade on the student learning assessment is affected, the student will be given an incomplete, and given one week after he/she returns to school to make up the work.

If a child is consistently spending more than the suggested time for homework, parents should discuss this with the teacher.

L. HOMEWORK CENTER & ENRICHMENT PROGRAM

The St. Joseph School Homework Club is open to students grades 1-4 Monday - Thursday. The learning center provides volunteers and staff that are available to help students with their homework. Enrichment programs are brought on site to give parents the opportunity to enroll their children

M. PROGRESS REPORTS AND PARENT / TEACHER CONFERENCES

Each trimester is approximately twelve weeks long. Midway through each trimester a progress report is issued for each student and will be followed one week later with a parent/teacher conference. The progress reports and conferences will be in October, January, and May. The purpose of the conferences is to allow the teacher and parents (and if appropriate the student), the opportunity to evaluate together the student's progress. Parents are encouraged to ask questions and express concerns. **It is the parents' responsibility to make time for these conferences.** The faculty members of St. Joseph School are committed to working together with parents for the success of our students.

N. HONOR ROLL AND CHRISTIAN ATTITUDES AWARDS

Students in grades 3 through 8 with a grade point average of 3.0 or above are placed on the Honor Roll. The Honor Roll will be averaged from the academic subjects (Religion, Language Arts, Math, Science, and Social Studies). To qualify for honors, students may not have a grade (including effort and conduct) lower than a C in the core subjects excluding PE.

A = 4 points / B = 3 points / C = 2 points / D = 1 point / F = 0 points

The Christian Attitudes Award is presented to those students in the class who show exemplary behavior, attitude, and effort over the course of the trimester.

The Honor Roll, Christian Attitude Awards, and other appropriate awards will be presented at the weekly school Mass the Friday after the student learning assessments are issued. Parents are encouraged to attend.

The Principal's List will recognize students in grades 4-8 that achieve all A's on their report card in all academic subjects and nothing less than a C in conduct.

O. RETENTION / PROMOTION

Retention of a student in a grade for a second year requires careful consideration and will not be done without the agreement of parents, teachers, and school administrators. The teacher must demonstrate that the repetition of the grade will be beneficial to the student. The teacher will notify the parent by the end of the second trimester of the possibility of retention. If it is the professional opinion of the teacher that the student be retained, this will be noted on the student learning assessment. If the parents decide against retention, this will be noted on the student learning assessment as well.

It is the policy of St. Joseph School that teachers, administrators, and parents work together closely to facilitate students' success. If a student is working below grade level, the student may take advantage of the Resource Program or the summer school to improve his/her skills. Parents may also provide special tutoring or another alternative to help their student succeed. If needed, the parents can request that their student be tested by their local public school to see whether any learning disability exists. Such a diagnosis may help the teacher better prepare appropriate lessons for that student and form appropriate Learning Goals.

If a student misses more than 10 days per trimester, retention is a possibility.

Any student who successfully completes the course of study for his/her grade level will be promoted to the next grade. Promotion to the next grade is noted on the student learning assessment.

P. EIGHTH GRADE GRADUATION

Students who have satisfactorily completed all the course work as prescribed by the State of California and the Diocese of Orange are awarded their eighth grade diploma. Eighth grade graduation takes place on a Saturday in June at the regularly scheduled 5:00 PM parish mass. A baccalaureate mass and luncheon take place each year on a Friday before the graduation.

Other graduation week activities include an eighth grade class trip.

- St. Joseph School may deny the participation of any eighth grade student in any or all graduation activities because of poor behavior, attitude, or lack of cooperation.
- **All tuition, fees, and charges must be paid in full before the student is allowed to participate in any graduation week activities.**

Q. CATHOLIC HIGH SCHOOL INFORMATION AND ENTRANCE EXAMS

Dates for Catholic high school information nights and entrance exams will be made available to our eighth grade students and parents as we receive them from the high schools. Catholic high school entrance exams usually take place at the beginning of February.

R. SUMMER PROGRAMS*

Summer School

Students whose progress is below grade level may be asked to attend summer school as a possible alternative to retention. Academic summer courses in reading and math are available for students enrolled in St. Joseph school and in need of special help. Summer School takes place in June and July, Monday - Thursday, from 9:00 AM - 12:00 Noon. Parents will be advised in May of the need for summer school.

Summer Camp

St. Joseph School Summer Camp runs five weeks, from the last of June to the end of July. This program takes place Monday - Thursday, 12:00 Noon - 3:00 PM with extended day care beginning at 6:45 AM to 9:00 AM, and from the end of summer camp until 6:00 PM. This program includes such activities as sports and games, and arts and crafts activities. Friday summer camp is field trip day from 9 AM - 3 PM, with field trips to places such as roller skating, the beach, and Knotts Berry Farm.

*** Information, including costs, is sent out with the May envelope.**

S. PACIFIC SYMPHONY "CLASS ACT" PROGRAM

St. Joseph School participates in the Pacific Symphony "Class Act" Program. This program allows our students to gain an appreciation for classical music. Each year St. Joseph School is assigned a musician from the Pacific Symphony Orchestra who introduces the students to his/her musical instrument and to the orchestra. A famous composer is chosen for study during the year. Students learn about the life and music of this composer. The students participate in a youth concert at the Performing Arts Center in May. The final event of the year is the St. Joseph School and Parish Family Night which features a performance by a musical ensemble.

SCHOOL POLICIES

A. ABSENCE

Students are asked to be present and on time each day school is in session. If a student is absent due to illness or for any other other reason, notification of the absence and reason for it should be made to the school office before 10:00 AM. At that time the parent may arrange for homework assignments to be picked up at the school office, or to be sent home with a sibling.

A written explanation of a student's absence, signed by the parent, is required before the student is permitted to return to class.

If a student is going to be absent for an extended period of time because of a family trip, written notification of this must be sent to the teacher and administrator prior to the trip. Although the student may take assignments with him/her and/or make up work, it is important that the parent realize that the child's absence may have an affect on a child's grades and achievement. It is strongly recommended that family vacations be scheduled when school is not in session.

Please schedule dental and medical appointments outside school hours whenever possible.

Please notify the school if a student has any communicable disease such as measles, mumps, chicken pox, pink-eye, etc.

A pupil who has been absent from school because of a reportable communicable disease must have a permit for readmittance issued by the Public Health Department, a physician, or a nurse before he/she may return to school. The principal may readmit a pupil absent because of non-reportable communicable diseases such as chicken pox, German measles, or influenza.

B. TARDIES

A student is considered tardy if he/she arrives after the 8:05 AM tardy bell. Teachers determine tardiness. Students who are tardy are to check with the receptionist before proceeding to class. An excessive number of tardies (five per trimester) will result in disciplinary action. After ten tardies the student will serve a detention. A tardy notice will be sent home. This notice is to be signed by the parent and returned the following day. The 11th tardy in a semester will result in an in-school suspension. The thirteenth tardy will result in an out of school suspension. More than 15 tardies in a semester may result in expulsion.

St. Joseph School realizes that there are circumstances that could cause a student to be late on occasion, however it cannot allow for an excessive number of tardies. The student must be in class to benefit from instruction. Habitual tardiness is detrimental to the student and to the rest of the class.

Excessive absences, i.e., a total of 30 days per year or 10 days per trimester, and tardies, even if they are excused, may diminish a student's opportunities for success, and may be a cause for retention or denying re-admission.

C. DISMISSAL

At dismissal time all students will exit out the back doors of the school and make their way to either extended day care or to the area by the kindergarten and the gate on Civic Center Drive. Students will remain behind the gate supervised by a teacher as they await the arrival of their parent. The gate is to be kept closed until a teacher arrives to open the gate and supervise the students. Parents will need to park along the white curb in front of the school or in one of the two school parking lots and make their way to the gate to pick up their student. A teacher, as well as the Santa Ana City crossing guard will be present to help you and your student safely cross back to your car in the parking lots.

Students are allowed to leave school grounds after dismissal only with a parent, guardian, or those designated by the parent on the emergency release forms. Parents must send a signed and dated note if they wish to have their student go home with someone other than those designated on their emergency release forms. Students may not walk home or ride their bicycles home without a signed and dated note from the parent. Students are not to loiter or play in the neighborhood but to go immediately to the destination indicated on the note from the parent. Students riding bicycles to school are to walk their bicycles on school grounds and take them to the hall for safe keeping. Students are not allowed to ride bicycles on school grounds during school hours.

Phone calls during school hours by a student to make alternative arrangements for the above are not permitted.

All students will be held in a classroom or the Parish Hall on rainy days until a parent comes in to pick up the student.

All students remaining in car line 15 minutes after the dismissal bell will be escorted to the extended day care area and signed into extended day care. At this time, all non-school personnel will be asked to wait at the front desk. No non-school personnel will be allowed to remain on campus. Scheduled parent/teacher conferences, and family members viewing sporting events are exceptions. The goal is to maintain a safe environment and comply with Diocesan policy (See visitor policy).

Parents requiring the release of their child during the regular school hours must sign the release ledger which is kept in the school office. The child will then be called to the office. **Parents are not permitted to enter the classroom when picking up a student for early dismissal.** Only parents, guardians, or those designated in writing by the parent are allowed to pick up the student.

D. Visitors

All visitors must sign in at the front desk and visibly wear a visitor tag handed out by school personnel. All persons not wearing a visitor tag will be asked to leave the campus. The exception to this will be sporting events and scheduled parent/teacher conferences. Visitors at these occasions will remain on campus for the duration of the event, stay in the area the event is taking place, and leave once it is completed. Fifteen minutes after dismissal, all non-school personnel will be asked to wait at the front desk to pick up children. Non-school personnel will not be allowed on campus without a visitor tag. Visitors must have permission from the administration to be on campus. The goal of this policy is maintain a safe environment for our students and to comply with Diocesan policy.

E. DISCIPLINE POLICIES AND PROCEDURES

The St. Joseph School discipline policies are designed to foster a Christian attitude of respect and responsibility for oneself, for others, and for the world in which we live. Our discipline policies are also intended to create a healthy and safe environment which will foster moral development and education. At St. Joseph School we strive to help our students grow in Christian values, in particular in peace, justice, and self-control. Love of God and love of neighbor are stressed.

All students are expected to follow the rules of St. Joseph School.

School Discipline Plan:

I. Classroom rules:

- 1) Follow teacher's directions first time given.
- 2) Have all materials ready for class, including homework.
- 3) Only appropriate talking with teacher's permission.
- 4) Only appropriate movement around the classroom with teacher's permission.
- 5) Only respectful language and attitude are acceptable.
- 6) No drawing or doodling during class on books, book covers, desks, homework (this includes student's writing or passing unnecessary notes during class time).
- 7) All writing to be done in conventional cursive and/or manuscript (print).
- 8) Offensive decorations or designs are not permitted on students' books or any books or materials brought to or used at school.
- 9) Classroom teachers will publish and post classroom rules before back to school night in September.

II. Hall/Bathroom

- 1) No playing or loitering in hallways or bathrooms.
- 2) Students are expected to walk through hallways and bathrooms in a quiet manner at all times.
- 3) Students are expected to turn off water, dispose of trash properly, and flush toilets.
- 4) Students must ask for and receive a teacher's permission before entering hallways or bathrooms. It is suggested that teachers use some form of a Hall pass.

III. Assemblies/Field Trips

- 1) Students represent St. Joseph School. Conduct must be consistent with school policies.
- 2) All directions from teachers, bus drivers, speakers, leaders, etc., must be followed.
- 3) Students must have the field trip permission slip signed by a parent prior to the field trip.

IV. Extended Day Care

- 1) Students' conduct in extended day care is to be consistent with other areas of school discipline. Students not adhering to school policy may lose the privilege of staying in daycare.
- 2) Students are to follow directions of extended day care staff as they would their teachers.
- 3) No running in the parish hall.
- 4) No outdoor play equipment is to be used in the hall. All equipment must be checked out, properly used, and returned.
- 5) No sitting on tables or misuse of school property.
- 6) No throwing or kicking of anything in the hall (papers, sports equipment, pencils, etc.).
- 7) Students are to stay in full view of day care workers at all times.
- 8) Students must be granted permission to use bathrooms from extended day care staff.
- 9) Students are not to leave the day care area to go to a classroom or the office without a teacher's permission, and without the approval and knowledge of the day care staff.
- 10) Students are to stay on the side of the hall designated for day care (nearest bathrooms).
- 11) Students are not to leave school grounds during extended day care. Students may only leave extended day care with a parent or guardian or with those listed on the school, extended day care or emergency release forms.
- 12) If a student is being picked up by someone not on extended day care or emergency release forms, or is to walk home during extended day hours, a signed note from the parent or guardian must be sent to the office.
- 13) Students must be signed in in the morning and signed out in the afternoon by the person who brings them or picks them up.
- 14) A snack is served to those students signed in for extended day care at approximately 3:30 PM each day.

V. P.E. and After School Sports

- 1) Physical Education is a regular part of the school curriculum. Students are expected to dress out each P.E. period (see dress code). Grades for P.E. are given.
- 2) Coaches will explain and display rules and regulations for P.E. and after school sports.
- 3) Students are expected to follow directions of P.E. teachers and coaches at all times. Good sportsmanship must be shown by athletes and spectators at sporting events. Poor sportsmanship is grounds for removal from the team.
- 4) Parents driving teams to events must present proof of insurance and a valid driver's license.
- 5) Parents must sign a permission release form and pay all fees associated with the sports program before their student is eligible to play.
- 6) Students may be dropped from a team if it is determined by the teacher, the coach, or the principal that the student's academic work or behavior is unacceptable.
- 7) Parents are not permitted to engage referees, opposing coaches or teams in any negative context. Doing so may result in the child being removed from the team.

VI. Before and After School

- 1) Students dropped off before 7:45 AM are to report to extended day care. Students are to enter the hall through the front door of the school.
- 2) Students dropped off after 7:45 AM are to enter the school yard through the Civic Center Drive gate and wait quietly for the 8:05 bell.
- 3) There is to be NO PLAYING or running around before school.
- 4) Students are to line up quietly at the 8:05 AM bell and listen to the morning announcements, and participate in the AM Prayer.
- 5) At the dismissal bell, students are to leave the school building immediately unless asked to remain by a teacher. There is to be no loitering or playing in the hallways or bathrooms.
- 6) After school, students are to exit out the back of the school and either report to extended day care or walk out to the car line by the kindergarten and behind the gate on Civic Center and wait until their parents come to pick them up.
- 7) Students and parents must use the crosswalk to cross the street. There is a crossing guard at the corner of Civic Center and Lacy.
- 8) Students will not be allowed to enter cars that are double-parked.

VII. Lunch and Recess

Lunch

- 1) All students are to walk with their teacher to the hot lunch line and to their lunch tables.
- 2) Students are to sit at lunch tables and are not to leave their seats until excused by the lunch supervisor.
- 3) Students are expected to clean up their area after eating, dispose of all trash, and return trays to the proper place.
- 4) Directions and rules given by the lunch supervisor are to be followed in a respectful manner.
- 5) Students are given 20 minutes to eat their lunch. They are expected to eat their own lunch and encouraged to finish what they have.
- 6) Students may not throw or play with food. Students throwing food are subject to immediate suspension.

Recess

- 1) Students are to use equipment properly, share with others, and play in a safe and orderly manner.
- 2) Students are to handle disagreements and disputes by: 1) trying to solve the dispute among themselves; 2) if necessary, having recourse to a teacher or supervisor.
- 3) Students are to remain on campus at all times. If equipment leaves the yard, it must be retrieved by a teacher or supervisor.
- 4) Students may not climb walls or be in the plant areas.
- 5) Fighting and inappropriate language are not permitted.
- 6) Students are to behave in a way consistent with St. Joseph School rules and policies.
- 7) Students may not be in the school building during lunch or recess without teacher supervision. Loitering or playing in the bathrooms is not allowed.
- 8) The whistle is a 5 minute warning. During this time students are to use the restroom, get drinks and return all equipment.

9) The bell signals the end of recess and/or lunch. Students must walk to line quietly and prepare to enter school to resume classes. Students may NOT get drinks or use the bathrooms after the bell. Talking is not permitted after the bell.

IX. Cyberbullying and Web Site Postings

Cyberbullying is considered intentional and repeated harm of others through the use of computers, cell phones, and other electronic devices. It is not tolerated by the administration and may result in the expulsion of the student and/or parent who commits the acts. The school also recognizes that one posting can cause great harm and even a single incident can be cause for suspension or even removal of a student from the school. Parents and Students are not permitted to post negative comments about the school, faculty, administration or other students on any websites. There is to be no posting of pictures of fellow students on social media sites such as Snapchat. The administration will judge each incident independently.

X. Settling Disputes

1) Students are expected to settle disputes in a Christian non-violent manner.

2) Disputes and misunderstandings are to be settled by taking the following steps:

- * Talk over the problem or dispute with those involved.
- * Allow classmates who may have witnessed what led to the dispute to help solve the problem.
- * If the dispute remains unsettled, have recourse to a supervisor or teacher.
- * If a solution still is not reached, consult the principal.

* If a peaceful solution still is not reached, a conference involving teacher/student, principal/teacher/student, or parent/teacher/principal may be warranted.

Discipline Notice:

If a student breaks a rule, a discipline notice will be sent home indicating what rule was broken and what the consequences will be. This notice is to be signed by the parent and returned to the school the following day. One copy is given to the dean of discipline or to the principal, and another to the teacher. The ordinary consequence for breaking a school rule or policy is a detention or a time out/benching.

Detention / Benching

As a consequence of breaking a school rule or policy, a teacher may give a student a detention to be served either before or after school. The student, parent, and principal will be notified of the detention through the discipline notice at least one day before the detention is to be served. Only with a valid excuse and a written note from the parent may the detention be arranged for another day. This note must be approved by the principal and another date set for the detention.

Students may be benched for inappropriate actions. Benching at recess or lunch usually takes place outside where supervision is provided by teachers or lunch supervisors. Benching may also take place in the office area under the supervision of the school principal or a staff member.

Discipline procedure

In order for students to achieve their full potential, the implementation of a well-defined discipline program encourages character building in line with gospel values and personal responsibility. Each classroom teacher will clearly outline the behaviors that will result in an infraction. Each infraction will be recorded by the teacher, aide or member of the support staff that observes the behavior. When three infractions are incurred the student will be issued a detention to be served the next day. On the second detention the teacher will call for a meeting with the family and the principal. Three detentions in a semester will result in an IN SCHOOL SUSPENSION. Subsequent discipline issues will result in another conference with the principal and the student's parents that may be followed by an out-of-school suspension, at the discretion of the principal.

Some infractions of the school rules will be deemed serious enough to result in an immediate IN SCHOOL SUSPENSION. These include but are not limited to the following:

- Willful disrespect for persons of authority on campus
- Striking or harming another student with malice.
- Use of profanity or possession of inappropriate, vulgar material of any kind.
- Misbehaving in Church or during any school liturgical celebration.
- Bullying, whether on campus or through electronic media.

E. SUSPENSION / EXPULSION

Suspension: A student will be suspended following the aforementioned procedure. When a student is suspended, the parents will be notified of the suspension and of the reason for the disciplinary measure. Suspension may be from one to five days, and may take place in or out of school.

Expulsion: A student will be expelled only when all other means of correction have failed or in the case of a serious offense. In the case of an expulsion, the pastor and personnel from the Diocesan Department of Catholic Schools will be consulted. Following this consultation, the pastor and the principal make the final decision.

Reasons for Suspension / Expulsion: The following offenses committed by students under the jurisdiction of the school are grounds for suspension/expulsion.

- Continued willful disobedience (Education Code of the State of California)
- Open, persistent defiance of the authority of the administrator, teacher, or supervisor (E.C.)
- Habitual profanity or vulgarity (E.C.)
- Smoking or having tobacco (E.C.)
- Use, sale of, or possession of narcotics (E.C.)
- Willfully cutting, defacing or otherwise injuring in any way property real or personal belonging to the school, teacher, or students (E.C.)
- Theft (E.C.)
- Use, sale, distribution of any alcoholic beverages on or near school premises (E.C.)
- Assault or battery, or any threat of force or violence directed toward any school personnel or students (E.C.)
- Bringing any weapon or toy to school that has the potential of doing harm or injury to another person
- Actions gravely detrimental to the moral or spiritual welfare of the students
- Harassment of any kind (including sexual harassment)

The principal reserves the right to determine the appropriateness of all student behavior and actions.

F. ZERO TOLERANCE POLICY

St. Joseph School has a zero tolerance policy for certain behaviors deemed a danger to the students or community.

Any student directly associated with a gang or conspiring to bring any weapon, including but not limited to a gun or knife, or drugs for sale onto or near St. Joseph School or to any school or parish functions or activities will be subject to immediate expulsion. Established gang affiliation (i.e., ability to rely on a gang for protection or assistance) will result in a request for withdrawal from St. Joseph School.

G. PROCEDURES FOR RECOMMENDED TRANSFER

Students clearly unable to profit from the school due to academic ability, serious emotional instability, uncooperative attitude, or the conspicuously uncooperative or destructive attitude of parents, will be required to transfer after the following steps have been taken:

1. The school has explored means to meet the needs of the child.
2. There has been sufficient discussion with the parents concerning the areas of difficulty or the lack of parental cooperation.
3. The final decision is made by the principal, in consultation with the pastor, teacher, and parents.

Transfer Resulting from Parental Attitude

Under normal circumstances a child is not to be deprived of a Catholic education on grounds relating to attitude of parents. A situation may arise, however, in which the uncooperative or disruptive attitude of parents might so diminish the effectiveness of the school acting in the Latin phrase "in loco parentis", that continuation of the child in the school might be impossible. Any parent, guardian or other person who insults or abuses any school personnel in the presence of other school personnel or students and at a place which is on school premises, near the school or anywhere in connection with school activities, is guilty of a misdemeanor. (E.C.)

H. UNIFORMS AND DRESS CODE

The primary purpose of our uniform policy and dress code is to help our students to take pride in their personal appearance by coming to school neat, clean, and well-groomed. It is also intended to encourage a sense of respect, responsibility and self discipline in our students. Please review these guidelines with your student.

Uniforms are to be purchased from Dennis Uniform Company located at 22755-G Savi Ranch Parkway, Yorba Linda, CA 92887; phone # (714) 637-8928 or (800) 473-8130.

Girls' Uniform

- Grades K - 5: Jumper or Shift (green Christopher plaid); short-sleeved white blouse (Peter Pan collar), white polo shirt, or green St. Joseph insignia polo shirt (shortsleeve or long sleeve); green cardigan sweater or school insignia sweatshirt; **white crew socks**. Green or white knee high socks are allowed. All socks must be plain, without logos.
- Grades 6 - 8: Skirt (green Christopher plaid) and no shorter than 3 inches above the knee as determined by the administrator or teacher; short-sleeved white blouse (Peter Pan collar), white polo shirt from Dennis Uniform, or green St. Joseph insignia polo shirt (shortsleeve or long sleeve), to be worn tucked-in; green cardigan sweater or school insignia sweatshirt (green); **white socks crew socks**. Green or white knee socks are allowed. All socks must be plain.
- Grades K - 8: Girls may choose to wear Khaki (color) slacks, walking shorts (with cuff), or skorts from Dennis Uniform. Slacks, walking shorts, and skort can be worn with either the white polo shirt or the green insignia polo shirt (shortsleeve or long sleeve). Belts must be worn with the walking shorts, slacks, or skorts. Belts must be solid color, brown or black, be non-ornamental, and without advertisement or initials.
- All Grades: Formal dress is required for Mass and other days indicated by the school. Mass attire includes neckwear (Tie) that is to be purchased from Dennis and specific outerwear. For girls in grades TK-5 this is a crossover tie and for girls in grades 6-8 this is a clip on navy-blue tie. For outerwear girls in TK-5 this is a green v-neck cardigan. For girls in 6-8 this is a green v-neck pullover. Sweatshirts and jackets are not allowed on Mass days or other days designated as formal-wear only. Parents will be notified in advance of these dates. Shorts are not permitted on Mass and formal days.
- Socks: Socks are to be crew socks unless they are knee length.

Make-up and Earrings

Make-up, nail polish, lipstick/lipgloss are inappropriate for school and may not be worn. One pair of simple, stud earrings may be worn. Hoop or dangling earrings may not be worn. Costume jewelry is not part of the uniform and may not be worn. Students may wear a watch, a ring, or a religious necklace.

Hair

Hair must be neatly groomed and in good taste. Dying, coloring or tinting of hair is not allowed. Bows or hair clasps must be simple, not distracting or elaborate.

Boys' Uniform

Grades TK - 8: Boys may wear pants or walking shorts from Dennis Uniform. Shorts or pants can be worn with either the white polo shirt, or green St. Joseph insignia polo shirt (shortsleeve or long sleeve), or a white oxford dress shirt. The shirt is to be worn tucked-in at all times. Belts are to be worn with pants or walking shorts. Belts must be a solid color (brown or black), be non-ornamental, and without advertisement or initials. Socks must be white in color without logo, and crew socks. Knee high socks are not allowed. A green cardigan sweater or green St. Joseph School insignia sweatshirt may be worn.

Mass and Formal: A white oxford shirt is to be worn by boys of all grades. All boys must wear a navy-blue tie from Dennis Uniform. No other tie is acceptable. Green button-up cardigan v-neck sweaters and v-neck sweater vests may be worn by boys in TK-5. Boys in grades 6-8 may wear green v-neck pullover sweaters. Sweatshirts and jackets are not permitted on these days. Shorts are not permitted at Mass or on formal days.

Hair

Hair must be neatly groomed, in good taste. Hair must be naturally blended and worn no longer than collar length and above the ears. Spiked, step, shaved, or buzzed cut hair styles may NOT be worn. Crew-cuts and flat tops are acceptable. Excessive amounts of gel or hair cream may not be used. Dying, coloring, or tinting of hair is not allowed.

Jewelry

Boys are not allowed to wear anything in or on their ears. This includes earrings, spacers, bandaids, etc. Costume jewelry is not part of the uniform and may not be worn. Students are permitted to wear a watch, a ring, and/or a religious necklace.

General Guidelines (Boys and Girls)

- Tattoos, marks, or drawings on the body are forbidden.
- Only the school sweater or school sweatshirt may be worn over the uniform shirt or blouse, in the classroom and at liturgical celebrations.
- A school jacket (forest green) is available from St. Joseph School. Any jacket which differs in color from the uniform jacket or which bears another logo may not be worn. Jackets may not be worn in the classroom.
- An optional navy blue zippered jacket with a hood bearing a school logo may be purchased from Dennis Uniform.
- Tennis shoes may be worn. They are to be black, white, navy blue or brown and coordinate with the school uniform. NO sandals or boots.
- Only a white or St. Joseph School T-shirt may be worn under the school uniform.
- Cargo shorts/pants or shorts/pants other than the uniform pants/shorts are not allowed.
- All uniforms must fit properly; oversized or baggy clothing may not be worn.
- Each article of your child's uniform is to be clearly marked with the student's name.

P.E. Uniform

The P.E. uniform for both boys and girls includes the green St. Joseph School P.E. shorts and P. E. shirt. Plain white socks without logos and tennis shoes complete the uniform. Shoes other than tennis shoes may be unsafe for physical activity and are not allowed for P.E. In cold weather, SJS green sweats, and the St. Joseph School sweatshirt or school jacket may be worn. **Jackets that are not school jackets are not permitted.**

Sports Team Uniforms

The green St. Joseph School P.E. shorts are to be worn with the uniform jersey. Plain white socks without logos and tennis shoes complete the uniform. Any uniform not returned to the school at the end of the season will result in a \$40 charge to the parent.

Out of Uniform Notice

Each time a student is out of uniform, a notice informing the parents of the dress code violation will be sent home. This notice must be signed by the parent and returned the following day. Each Out of Uniform violation counts as one demerit. If the signed notice is not returned when due, a second demerit will be given and a phone call will be placed to the parent informing them of the notice. One copy of the out of uniform notice will be sent to the teacher, and one copy to the principal. Note: Each time the student does not dress out for P.E. an out of uniform notice will be issued and count as one demerit.

Non-uniform Dress

On certain occasions students may be permitted to wear other than uniform attire. Students are to wear clothing of modest style. Extreme fad styles are not permitted. Any student whose clothing is deemed inappropriate by the administrators will be required to call home for a change of clothing.

Non-Uniform dress may be described as "Sunday best". The following restrictions apply.

- 1) No halter tops, tank tops, midriff tops, or T-shirts allowed. All shirts for boys must have a collar. Shirts or blouses with wording or logos of any kind may not be worn.
- 2) Sandals may not be worn.
- 3) Levi jeans or jeans of any kind (casual or dress) are not permitted.
- 4) Girls must wear a dress, skirt and blouse, or dressy slacks and a blouse. Mini-skirts are not permitted. Skorts are permitted in modest/decent taste.
- 5) Boys must wear dress pants and a nice shirt (with collar.)
- 6) Clothes must fit properly. Oversized or baggy clothes may not be worn.

Free Dress

Shorts and jeans are permitted as long as the student is dressed in an acceptable fashion. Halter tops, tank tops, bare midriff tops are not allowed. Sandals and clothing with wording or logos are not permitted. Clothes that are either oversized or too tight are not allowed.

The principal reserves right to determine the appropriateness of students' dress and/or appearance.

I. GRIEVANCE PROCEDURES

Sincere, open, and effective communication between the home and the school will help to promote the quality education we desire for each student. Questions, complaints, and grievances will be addressed most effectively when they are processed through the appropriate channels.

The teacher and parent are to be in direct communication regarding student performance, discipline, classroom procedures, and all matters specifically pertaining to the classroom.

When the teacher and the parent are unable to reach agreement about that which pertains to student performance and/or all matters pertaining to the classroom, the principal is consulted.

The principal of the school may be consulted in any and all matters concerning the school, including organization, curriculum, discipline, administrative issues, personnel, etc.

When necessary, the pastor is consulted.

J. PERSONAL ITEMS

Students are asked not to bring toys, games, trading cards, radios, tape recorders, tapes, C.D.'s, videos, electronic games, or personal items of any value to school. When permission is given by authorized personnel to bring such articles for extended day care or holiday projects, the school is not responsible for damage, loss, or theft. St. Joseph School cannot be held responsible if any of these items are lost, taken, or broken.

In the registration packet of materials St. Joseph School will include a list of supplies requested by teachers for each student's use. Parents are asked to provide these items and see that they are on hand throughout the year.

Back packs and other personal items must have the student's name legibly marked for easy identification. (Graffiti or slogans may not be written or placed on any personal item.)

Students are not to bring large amounts of money to school. Money sent to school with students for lunch etc., is to be placed in an envelope with the student's name and what the money is for written on the outside of the envelope.

Students **are prohibited from using cell phones at St. Joseph School or on any school sponsored activity.** Students bringing cell phones to school must keep them in their back- packs out of sight and turned off. Teachers and staff may ask for the students cell phone if it is not off and out of sight. The cell phone will be turned over to the parent when the student is picked up that afternoon and the student will not be allowed to bring it back to school.

K. LOST AND FOUND

St. Joseph School is not responsible for lost articles of clothing. For easy identification, the name of each student is to be clearly marked on the tag of each article of clothing. Articles with names will be returned to the student. Articles without names will be held in the Lost and Found (located in the parish hall) for one month and then given to a charitable organization.

L. TELEPHONE USE / Cell Phones / FORGOTTEN ITEMS

Student telephone use is restricted to **emergency use only.** Lunches, homework, or personal items are not considered emergencies. (Any student who fails to bring a lunch will be given one. An I.O.U. for the cost of the lunch will be added to the statement at the end of the month.)

Any lunch or other item delivered during class time is to be brought to the school office. Someone from the office will deliver it to the student or place it in a safe place for the student. No parent is to visit a classroom unless provision has been made with the principal.

Students are discouraged from bringing cell phones to school. In the case that a student brings a cell phone to school it is not to be used and must remain in the student's backpack. Students are asked to use the school phone to make approved calls to a parent. If a student brings a cell phone to school and uses the phone the phone will be taken from the student and returned to the parent with the understanding that the student will no longer bring the cell phone to school. If a student's cell phone rings during class time the phone will be taken to the school office and will be returned to the parent with the understanding that the student will not bring the cell phone to school. If the phone is taken away from the student more than once, the administration may keep the phone until the end of the year.

Students may bring an e-reader to school. The school is not responsible for it in any way. The school recognizes this new technology in reading and its expanding role in our lives. If the student is found to be playing games or surfing the web, the e-reader will be confiscated and returned to the parent and the student will not be allowed to bring it to school any longer.

M. PARTIES

Parents or students are allowed to bring in cupcakes or donuts to celebrate a student's birthday with his/her class. This treat will be handed out at recess or when the class has a break. Birthday parties or pizza parties to celebrate a student's birthday at school are not permitted. Please see that the teacher is informed before the day of the treat.

Students going to a birthday party and who leave directly after school with someone other than a parent or those named to take the student home must have a signed note from a parent stating permission to attend the party, indicating with whom they will be leaving school.

Mixed parties involving upper grade students are discouraged by St. Joseph School even when these parties may be held in private homes with parental supervision. Mixed parties involving 7th and 8th grade students often put undue pressure on the students when they are not ready for these situations. Such events may place excessive personal and social pressures on students and are considered inappropriate for students of this age.

N. SPORTS PROGRAM

St. Joseph School competes in the Parochial Athletic League (PAL). Boys in grades 6-7-8 are eligible to play on the "A" teams. Boy's in the 5th & 6th grades are eligible to play on the "B" teams. The Boy's play flag football, basketball, and volleyball. Girls in grades 6-7-8 are eligible to play on the "A" teams, while girl's in the 5th & 6th grades are eligible to play on the "B" teams. Girl's play volleyball, basketball, and softball. Athletes should maintain a "C" average or better in academic subjects, effort and conduct. Grade eligibility is reviewed when progress reports and report cards are issued. If a student becomes ineligible because of grades or conduct, the parent, teacher, coach, and principal will determine how eligibility may be regained. Parents will be notified of ineligibility, the reasons for it, and the requirements for regaining eligibility.

Student athletes competing against other schools and student spectators at the games represent St. Joseph School. All rules and regulations regarding conduct and dress code which apply to the regular school day remain in effect at games.

All athletes must have a signed parent permission slip before they try out for any sport. In addition, a signed permission slip is required in order for athletes to travel to a game.

Parents must have a valid driver's license and proof of current auto insurance on file in the school office in order to drive teams to games.

Coaches and parents driving to games are to take eligible team members only. Student spectators must be transported by their parents.

Students who have missed the regular school day may not participate in after-school sports activities of any kind or any other extra curricular activity.

Students must report to extended day care after practice or a game when not picked up promptly by parents. An extended day care fee will be charged.

O. STUDENT GOVERNMENT

Membership on the Student Council gives students the opportunity to develop leadership skills, put into practice the principles of democracy, and develop an attitude of service to their school. Students who wish to serve in student government must know and comply with the regulations of the St. Joseph Student Council.

Student Council members are expected to fulfill their obligations. If they do not, they will be removed from Student Council and a new officer will be appointed by the principal and Student Council moderator. The removal of a Student Council member is at the sole discretion of the principal in consultation with the moderator.

Student Council nominations and elections are held each year in late May or early June.

Students in grades 5-7 wishing to run for any office must hold a "C" or better grade point average in academic subjects, conduct, and effort. They must also receive permission to run from their parents and prepare a speech to be presented to the faculty and administration for consideration. Students wishing to run for Student Council must receive approval from the faculty and administration of St. Joseph School. Students wishing to run are expected to represent the best of our school and to have demonstrated this inner capacity. The faculty and administration designate President and Vice-President officers. All other officers will be determined by the Student Council

P. FIELD TRIPS

Field trips are a part of our instructional program. They are planned to have an educational and/or cultural value. Each class is permitted two field trips per year: the school field trip to the Performing Arts Center and one class field trip, as chosen by the teacher and principal.

Every student participating in a field trip must submit the completed field trip permission form signed by a parent prior to the day of the field trip. Any student who does not turn in the required form will not be permitted to participate in the field trip. Verbal permission is not acceptable.

Regular school rules and regulations regarding behavior apply for all field trips. Students wear the school uniform, unless otherwise specified by the teacher or principal when the nature or purpose of the field trip may require non-uniform dress.

A field trip is a regular school day. Students are expected to attend school even if they are not going on the field trip, except for reason of illness. Students who do not go on the field trip (except for illness) will be given an assignment relating to the subject matter of the field trip. This assignment is due at the school the day following the field trip.

No St. Joseph School student other than the students and/or classes scheduled to make the field trip may accompany the class or group of students on the trip.

St. Joseph School is not responsible for the costs of field trips. These costs will be covered by a fee charged to each student attending the field trip. (Parents and students are encouraged to participate in the class bake sale, the proceeds of which are used to off-set the cost of the field trip. Each class sponsors one bake sale after the Sunday Masses.)

The school, for reasons of safety, will transport students by commercial bus except for very local trips. Parents must have a valid driver's license and proof of current auto insurance on file in the school office before driving on a field trip.

Q. BOOKS

Students are expected to keep their books clean and covered. (Books and bookcovers are to be kept free of graffiti.) Any unusual wear or damage to books will be the financial responsibility of the student /parent.

R. CARE OF SCHOOL PROPERTY / PERSONAL PROPERTY

Students are responsible for the proper care of school property. Students will be required to pay for damage to books or to any of the school's facilities which results from carelessness. Neither gum nor sunflower seeds are permitted at school.

HEALTH AND SAFETY PROCEDURES

A. CAR-LINE / TRAFFIC PROCEDURE

Parents or other designated persons dropping off or picking up students by car must use the white curb zones bordering the school on Civic Center Drive and Lacy Street. Alternatively, drivers may park in the lots across from the school. Students are to wait in the pick up area by the kindergarten and the gate off Civic Center Drive. To pick up their children, parents are asked to come to this area pick up their student and make their way back to their car along the curb or in the parking lots. TK and Kindergarten students are to be picked up from the lunch tables. A teacher and the Santa Ana City crossing guard will assist you in crossing the street.

When dropping students off after 7:45 AM please pull next to the curb, allowing children to exit to the sidewalk and walk through the gate on Civic Center Drive to the back yard. Teachers will be on duty both in front and in the back yard after 7:45 AM. Parents are not permitted to park on Civic Center and walk students into the yard. If a parent wishes to walk the child into the yard, park in the school parking lot and use the crosswalk to reach the school. If you are dropping students off prior to 7:45 AM, please walk your students to the parish hall, entering through the front door, and sign your student into AM extended day care.

DO NOT DOUBLE PARK FOR ANY REASON. NEVER ALLOW STUDENTS TO EXIT OR ENTER CARS WHICH ARE STOPPED IN THE STREET.

On rainy days students will be held in their classrooms until a parent comes to pick them up and safely walk them out to their parked car to be taken home. Students that remain at school fifteen minutes past dismissal time will be escorted to the extended day care area and signed in.

B. CHANGE OF ADDRESS / TELEPHONE NUMBERS

Please contact the school office when you have a change of address or telephone number. It is important that this information be kept current so that it is available in the case of an emergency.

C. RELEASE OF DIRECTORY INFORMATION

At times we are requested to release information (e.g., students' names, addresses, telephone numbers, date/place of birth, dates of attendance, names of schools previously attended, participation in officially recognized activities/sports). These requests come from state or federal agencies, diocesan agencies, etc. Parents not wishing this information released are to direct a note to that effect to the school office where it will be kept on file.

D. EMERGENCY INFORMATION

A child may not be sent home in case of accident or illness unless a parent or duly-designated adult is there to receive him/her. If you wish another adult to perform this duty for you, please indicate this on the emergency information form (blue cards) or emergency release form. Information is to be kept accurate and current at all times. The emergency cards are sent out in the July registration packet, and are to be filled out and returned at registration in July.

E. MEDICATION

The school assumes no responsibility regarding medication which a child is required to take during school hours. The following procedure will be followed to accommodate any child who requires medication during school hours: the medication prescribed for him/her by a physician must be clearly marked as to the kind and dosage, the child is to bring the medication to the secretary's office as soon as he/she arrives at school, and may come to the office to self-administer the medication under the supervision of office personnel. At no time may any member of the school staff administer any type of medication. Medication may not be kept in the classroom.

Information regarding any allergy or health problem experienced by a child should be indicated on the emergency information sheet.

Students may not carry aspirin or cough medicine whether prescribed or otherwise. As with all medicines, these must be held in the office.

F. MEDICAL RECORDS / IMMUNIZATIONS

Students entering St. Joseph School for the first time must present to the school a record of the following immunizations: DPT (4) or DT; polio (4); measles, mumps, rubella, MMR (2); and Hepatitis B. The month and year of the immunizations must be included. Students will not be permitted to enter school unless immunization records are on file and up to date.

State regulations require that each kindergarten student and any new student have a California immunization record on file. Failure to provide the requested verification will result in delay or prohibit admission.

Immunization information for students who attend St. Joseph School is to be kept current. Additional immunization information is to be indicated on the health card annually at registration.

All students entering St. Joseph School in the kindergarten or first grade must have a health examination before they will be admitted to school. Record of this examination signed by the examining Physician will be kept in the students file.

G. DOCUMENTATION OF PARENT CUSTODY

If specific limitations exist related to the release of your child to a natural parent, please furnish a copy of the court order to the school office where it will be kept on file. Without this document, we have no choice, by law, but to release your child to the other natural parent.

H. LICE INFESTATION

If warranted, school personnel will conduct a check of a student's hair for head lice. If it is suspected that your student has head lice, he/she will be sent home. Students will be re-admitted to school only after inspection shows no further evidence of head lice. Students are to return to school after the initial treatment and removal of all nits. A child need not be absent more than one day. Students are to come to the office to be checked by the school personnel before readmission.

I. EARTHQUAKE AND NATURAL DISASTERS

St. Joseph School has developed a comprehensive earthquake preparedness plan in the event of an earthquake or other natural disaster. Outlined below are procedures you must follow, and information you should be aware of in order to assist us in ensuring the safety of your student in the event of a disaster while your child is in school.

- 1) In the event of a major disaster, school will not be dismissed and students will remain under the supervision of school authorities.
- 2) Students will be released only to parents or to those previously authorized by parents on the emergency release form **No** child will be allowed to leave with another person, even relative or babysitter, unless that person's name is listed on the emergency release form or blue emergency card. Please consider carefully those you will authorize to pick up your children. **NO EXCEPTION** to this policy will be made. (N.B.: a relative may be your first choice, but unless he/she lives close to the school, he/she may not be your best choice.)
- 3) Any adults coming to pick up children at school will be required to show identification before the child will be released and will be required to sign a form indicating that the children have been released into their care.
- 4) We are prepared to care for your children for up to 72 hours. However, we will care for your children as long as may be necessary. Personnel are trained in first-aid, and food, water, blankets, and necessary emergency supplies are kept on hand.
- 5) We ask for your help in the following areas:
 - A. Please do not call the school. If the phones are still working, the lines must be kept open for emergency calls.
 - B. Following an earthquake or other emergency, do not immediately drive to school. Streets and access to the school may be impassible. The school access route and street entrance areas must remain clear for emergency vehicles. Instead, listen to the radio to determine when streets are passable, then proceed to the school. Use the parking lots, if possible, (**LEAVE THE CURBS OPEN FOR EMERGENCY VEHICLES**) and proceed to the emergency information center which will be marked and will be located at the Civic Center Drive gate.
 - C. When you reach the emergency information center, **DO NOT ATTEMPT TO LOCATE YOUR CHILD YOURSELF**. After your child has been brought to you and been signed out by you, leave at once. Please take the time to develop a home earthquake plan. White pages of your phone book provide excellent step-by-step instructions for measures you can take in your home to prepare for an earthquake. Include your children in your plans and preparations. They will be much more secure when an emergency occurs at school if they know that you are prepared at home and have discussed with them your plans for picking them up.

J. EMERGENCY PROCEDURES

St. Joseph School conducts monthly fire drills and/or drop drills. In the event of an actual emergency during school hours, the students will be kept under the school's supervision until they are picked up by their parent or other duly-designated adult.

Emergency Dismissals

Emergency dismissals may be made at any time by the principal or his/her delegate when a serious occasion may warrant it.

K. LIABILITY RELEASE

By virtue of enrollment in St. Joseph School, the parent or guardian gives permission for the student to participate in school activities and to receive emergency medical care.

The parent or guardian gives permission for the child(ren) to use all play equipment and participate in all school activities.

For various school-related events, the parent or guardian gives permission for the child(ren) to leave the school premises under the supervision of a staff member to walk one block to St. Joseph Church.

The parents or guardian grant permission for their child to be included in evaluations or pictures connected with the school program. From time-to-time the school will take pictures to inform donors and perspective parents about the quality work our students are producing. The parent or guardian gives the school permission to use pictures in school, Marian Alliance, and Sisters of St. Joseph of Orange Educational Network sponsored activities, brochures, and on the St. Joseph School website.

The parent or guardian grants permission to the school and/or the agent of the school to take whatever steps may be necessary to obtain emergency medical care, if warranted. These steps may include, but are not limited to, the following:

- 1) Attempt to contact a parent or guardian.
- 2) Attempt to contact the child's physician.
- 3) Attempt to contact the parent or guardian through any person listed on the emergency form.
- 4) In the event the school is unable to contact the parent, guardian, or physician, it will:
 - A) Call another physician or paramedics, or have the child transported to the hospital in the company of a staff member.
 - B) Any expense incurred in #4-A will be the responsibility of the parent or guardian.
- 5) The school cannot be held responsible for anything which may result because of false information given at the time of registration and/or failure by the parent to inform the school of changes of addresses and/or telephone numbers.
- 6) St. Joseph School cannot be held responsible for any personal items that a student has brought to school.
- 7) Signature of a parent or guardian on the Family Commitment Agreement Form at the time of registration indicates the parent or guardian has received and has or will read the Parent/Student Handbook and agrees to support the philosophy, policies and procedures found in this handbook.

PARENT / STUDENT SIGNATURE PAGE

We have read the St. Joseph handbook and agree to cooperate in fulfilling its requirements to the best of our ability.

Signature of Father/Guardian

Signature of Mother/Guardian

Signature of Student

Signature of Student

Date

Comments and/or Suggestions:

