

**PARENT-STUDENT HANDBOOK
2024-2025**



ST. JOSEPH SCHOOL
608 Civic Center Drive East Santa Ana, CA 92701
(714) 542-2704 • Phone
www.stjoesa.org

Transitional Kindergarten - Eighth Grade

Accredited by
The Western Association of Schools and Colleges And
The Western Catholic Educational Association

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PARENT / STUDENT SIGNATURE PAGE

Mission

St. Joseph School promotes dignity, excellence, and social justice through rigorous 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 gifts they have been given.

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

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 measurable 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 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 the general public.

The Regional Business Manager

The Regional Business Manager has the responsibility of overseeing all financial transactions and financial aid of the school. The Business Manager works closely with the Principal to establish and maintain the yearly operating budget of the school. The Regional Business Manager is appointed by the Department of Catholic Schools.

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 monthly to discuss issues, develop policy, and share ideas regarding ministries and activities within the parish.

St. Joseph School Consultative School Board

In previous years, The St. Joseph School Consultative Board was made up of parishioners, and friends of St. Joseph School. The purpose of the school board is to assist and advise the principal in areas of school life. These areas include curriculum; finance and marketing; fundraising; extra-curricular activities; building and maintenance; parent support and involvement. Efforts to re-establish the school board are underway.

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

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

AGE REQUIREMENTS	Transitional Kindergarten	→ Must have reached the age of 4 years by September 1
	Kindergarten	→ Must have reached the age of 5 years by September 1

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 upon request, a letter of recommendation from their pastor, principal, or teacher. Students 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 school 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 to the school on time, complete the required service hours, and pay or earn credit towards the Family Commitment Fee.
- A record of this will be kept on file in the school office.
- Complete the online application and enrollment packet including the enrollment fee.
- Submit all required immunization records:
 - Ages 4-6
 - 5 doses of Diphtheria, Tetanus & Pertussis
 - 4 doses of Polio
 - 3 doses of Hepatitis B
 - 2 doses of Measles, Mumps & Rubella
 - 2 doses of Varicella (Chickenpox)
 - 1st Grade
 - Immunizations listed above
 - 7th & 8th Grade
 - Immunizations listed above
 - TDap vaccine
- *Failure to submit immunization records at the time of application and enrollment may result in denial of admission.*

Enrollment

The Enrollment process for new and current families is to be completed through FACTS Family Portal. This online enrollment packet will allow parents/guardians to provide the school with your family's most up to date emergency contact information, the preference of tuition payment plan, as well as the ability to pay the yearly student Enrollment fee.

- The non-refundable enrollment fee is per child.
- The non-refundable enrollment fee is offered at a reduced rate during the Early Bird Registration period. This is available to all families for a select time period as determined by the Business Manager and Principal. Once the deadline passes, families will be required to pay the regular enrollment fee.
- Online enrollment packets are sent to all current families once the Early Bird Registration period opens.
- Parents are encouraged to complete the enrollment packet as soon as possible to secure their child(ren)'s place for the following school year. Once a class reaches capacity, non-enrolled families will be placed on a waiting list.
- Financial Agreement - Complete, sign and return the Tuition Payment Terms form.
- Tuition Assistance - If applying for tuition assistance, confirm that your FACTS application is completed and submitted via: online.factsmgt.com/aid - Must be renewed each year.
- Medications - If your child needs to take prescription or over-the-counter medication during school hours, please complete and submit the Request For Medication Form - Available at our front office.
- Health Requirements (If Applicable)
 - TK & Kindergarten - Must have up to date immunizations
 - Incoming 7th Grade - Immunization Record showing completed Tdap

C. TUITION AND FEES

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

Registration Fees

The non-refundable registration fee is due 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. 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 by September 1;

- Or, in 10 monthly payments, which is pulled through FACTS on the 5th or 20th, August through May, or September through June.

Financial Agreement

The breach of any of the agreements and/or rules as stated in the Parent/Student Handbook by any student or parent is subject to disciplinary action. Any violation deemed serious may result in the expulsion of the child from St. Joseph School.

- Confidentiality
 - Parents will only discuss financial issues of concern, with the Business Manager of the School, rather than other parents. These matters are confidential and should NOT be discussed with others unless there is written consent by St. Joseph School or the Roman Catholic Diocese of Orange.
 - This includes discussions related to Financial Assistance.
- Tuition Payment
 - All tuition payments must be made on FACTS.
 - Prompt payment of tuition and fees ensures the necessary cash flow for the operational expenses of the school and that it is a condition for children to remain in the school.
 - The registration fee is payable at the time of registration, and that tuition is due August through May or September through June as determined by the responsible parent's/guardian's choice through FACTS tuition program and is considered late if not paid on the date choice as determined by me through FACTS tuition program.
 - A late fee is charged if this deadline is not met. I/We understand that we can pay our full year tuition up front before school begins and receive a \$700 per child discount if paid before August 31st.
- Extended Care
 - Parents/Guardians must ensure that their child/ children arrive at school or scheduled activities on time and will be picked up from school /activities at the scheduled time or before the closing of Daycare at 6:00 PM. After 6:00PM a fee of \$2.00 a minute per student will be invoiced to their account in addition to normal daycare charges for that time.
- Tuition Assistance
 - If a family is awarded tuition assistance, the parents/guardians are also bound by the stipulations stated in the offer letter.
- Delinquent Tuition Payment
 - If parents/guardians neglect to pay tuition on time, or do not make their monthly tuition payments, a temporary or permanent dismissal of their child/ren may result.
 - The financial assistance process must be utilized and initiated by the parent(s), and that with established procedures and parent communication, there is no reason for an account to become delinquent.

- If parents/guardians fail to make the required tuition payments, they will not be able to enroll their child/children at St. Joseph School or any other school in the Diocese of Orange(Elementary or High School) until St. Joseph School is paid in full.
- Collection Of Outstanding Tuition And Other Fees
 - If families incur an outstanding balance, prevent them from being offered re-enrollment for the following academic year.
 - Parents/guardians will be sent a statement of your account from FACTS each month. Parents/guardians will be notified of non-tuition expenses monthly.
- NSF (Non-Sufficient Funds)/Returned Checks
 - If at any time during the school year, checks that are returned from the bank unpaid may accrue an additional charge of \$25.00 per returned check and that replacement payment must be made by cash or money order. If the check is for tuition a late fee will be collected through the FACTS tuition program.
 - This includes any and all monetary transactions for daycare, sports, field trips, fundraisers, etc.
- Service Hours Requirements
 - Parents/guardians will abide by the Service Hour Expectations & Commitment Fee obligations.
 - If a child enters the school after the school year has begun, parents/guardians are expected to participate/buy out the remaining service hours requirements on a prorated basis.
 - If a child leaves the school before the school year is ended, parents/guardians are expected to participate/buy out the current service hours requirements on a prorated basis.
- 8th Grade Graduation
 - No eighth-grader will be allowed to participate in graduation activities or ceremonies if tuition and fees are not paid by the second week of May , and the diploma will be withheld. Notice of delinquency will be forwarded to the student's high school and at the discretion of the Business Manager and principal, the account may be forwarded to a collection agency or pursued through the court.

D. TUITION ASSISTANCE

Tuition assistance is available for families that qualify and as funds are available. Families are to apply through FACTS online. 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.

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

Parents will only discuss financial assistance with the Business Manager of the School or principal, rather than other parents. These matters are confidential and should NOT be discussed with others unless there is written consent by St. Joseph School or the Roman Catholic Diocese of Orange.

E. FAMILY COMMITMENT AGREEMENT

- Parents or guardians agree to prompt payment of tuition and fees. (See tuition.)
- Parents or guardians agree to contribute 20 hours of service per family per school year. A fee of \$20.00 per hour will be added to the June account for each uncompleted service hour.
 - The Parent Commitment Fee will be billed in two cycles:
 - Aug - Jan. - 10 Hours
 - Jan. -May - 10 Hours
- Parents or guardians agree to participate in the fundraising efforts of St. Joseph School through the Parent Commitment Fee.
 - The Parent Commitment Fee will be billed in two cycles:
 - Aug - Jan. - \$225
 - Jan. -May - \$225
- Parents or guardians agree to attend: parent orientation; back to school night; classroom meetings; and all parent-teacher conferences (1-3).
- 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 child. Parents found not supporting the administration may be asked to leave the school.
- Parents or guardians agree to support their student in academic progress, homework, and class assignments.
- Parents or guardians can opt 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 at the time of enrollment. If parents choose to change their preference, a written statement must be provided to the administration.
- Parents or guardians agree to support the philosophy, policies, and procedures of St. Joseph School.

F. EXTENDED CARE AND AFTER SCHOOL PROGRAM INFORMATION

In order to help meet the needs of today's families, St. Joseph School offers extended care each day school is in session. The extended care program is open to any student enrolled at St. Joseph School. Our extended daycare hours are 6:45 AM to 7:45 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

Extended Care Pricing

1. Drop In Rate: \$5/Hr, Billed in 15 minute increments. Begins 15 minutes after dismissal.
2. Flat Rate:

Student(s)	Flat Rate Morning	Flat Rate Afternoon
1 Child	\$30.00/month	\$100.00/month
2 Children	\$40.00/month	\$135.00/month
3 Children	\$50.00/month	\$150.00/month
4 Children	\$60.00/month	\$165.00/month

Please note:

- Students dropped off before 7:45 AM must be signed into daycare. Students that are dropped off after 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, she/he will automatically be signed into extended daycare and you will be billed the appropriate amount. Only the parent or someone designated by the parent may pick up a child from extended daycare. There are two ways to designate a person to pick up:
- Only the parent or someone designated by the parent may pick up a child from school. There are two ways to designate a person to pick up:
 - By including them on FACTS Parent Portal

- By sending a written note signed and dated by the parent to the school office or sending an email from the parent's email on file indicating who will pick up your child in the afternoon.
- Extended daycare staff members are employed until 6:00 PM; a child will not be left unsupervised. **A substantial fee of \$2.00 per minute will be charged for late pick-ups. After 6:15 the school will call contacts on the emergency card to arrange for pickup. If necessary, emergency services will be contacted.**
 - If a child is continuously picked up past 6:00 pm, the family will no longer be eligible to use the Extended Care Program.
- The listed adults will be required to show proper identification at the time that child(ren) is(are) signed out of the program. At that point, St. Joseph School and the Extended School Day Care Program staff relinquish all responsibility of participating child(ren).
- Parents or any other authorized person are REQUIRED to sign out students before removing them from campus if using the service.

Payment for Extended Daycare:

- Hourly Daycare will be billed in 15 minute increments
- Payments are withdrawn monthly from FACTS, non payment for more than 2 months the school will be open to suspending further use of daycare.
- Your extended care account must remain in good standing in order to continue to use the service. If your account becomes delinquent, St. Joseph School reserves the right to suspend your child from using this service.

G. SCHOOL HOURS AND SCHEDULES

School hours:

- Monday, Tuesday, Thursday, and-Friday - 8:00 AM - 3:00PM.
- Wednesdays - (St. Joseph School Faculty meetings).
 - 8:00am-2:00pm

Daily Schedules

Grades TK-8th

Homeroom	7:45 AM - 8:00 AM
Prayer & Announcements	8:05 AM - 8:15 AM
Mon. and Fri. only	
Morning Classes	8:20 AM - 10:20 AM
TK Recess	9:30 AM - 9:50 AM
K-4th Recess	9:50 AM - 10:10 AM
5th-8th Recess	10:15 AM - 10:35 AM
Mid-Morning Classes	10:40 AM - 12:00 PM
Lunch TK-4th	12:00 AM - 12:20 PM
Lunch Recess TK-4th	12:20 PM - 12:40 PM
Lunch & Recess 5th-8th	12:00 AM - 12:20PM
Lunch 5th-8th	12:20 AM - 12:40 PM
Afternoon Classes	12:45 PM - 3:00 PM
Dismissal	3:00 PM - 3:15 PM
Extended Care	3:15 PM- 6:00 PM

H. STUDENT RECORDS

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

- Family information
- Health record: immunization
- Attendance record
- Academic achievement: report card, standardized test scores
- Psychological testing: special academic testing (with the consent of parent)
- Sacrament information
- 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 into 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.

I. APPOINTMENTS & CONFERENCES

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 or at arrival/dismissal.** 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.

Teachers will respond to emails, Class Dojo Messages, phone calls, and other communications 24-48 business hours. Although many individual teachers will, teachers are not obligated to respond to messages after school hours or on weekends.

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.

J. 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.

K. 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.

L. LUNCH PROGRAM

Our St. Joseph School kitchen serves hot, nutritious lunches cooked daily. Meals, foods and beverages served at schools meet state and federal requirements, which are based on the USDA Dietary Guidelines.

Hot Lunch Policy

There is a website where parents can see the menu?

The website is facreativecatering.com or you can go onto the school website, www.stjoesa.org, under Campus Life and click School's Café.

- **Yearly plan.** Our yearly plan will allow you to set it and forget it. We will handle your child's daily

nutritional needs while in school. This is the most affordable as we give bigger discounts on longer plans. The price per meal will be \$6.25.

- **1-Day meal Plan** Served Monday, Wednesday, and Friday's. The cost per meal will be \$7.00.

M. COUNSELING PROGRAM

St. Joseph School, through a contractual arrangement with Catholic Charities, provides its families with an on-site professional family and child counselor. The counselors are on-site two days a week. Appointments with the counselors can be arranged by calling the school office at 542-2704. Families interested in participating in this service must complete an authorization form in order for their child to be seen by a counselor.

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.

N. WEB PAGE

St. Joseph School can be found on the internet at www.stjoesa.org

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:

- Religion
- SEL (Social Emotional Learning)
- Mathematics
- Language Arts*
- Science
- Social Studies
- Physical Education
- Band/Music (Grades 4-8)

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

B. SPIRITUAL FORMATION

Students receive daily instruction in Religion. Special attention is paid to daily prayer and the study of scripture. 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
- Thanksgiving
- Advent
- Stations of the Cross are prayed during Lent
- 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”..

Any unbaptized student enrolled at St. Joseph School may be prepared for baptism anytime prior to the child’s 7th birthday. After the student turns seven, they will be required to participate in the RCIA program as mandated by the Office of the Bishop. Baptism is required in order to receive any of the other sacraments. For Baptism or RCIA information, please contact the Parish Office at 714.542.4411.

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. Students must have been enrolled in a Catholic School for 2 years to be eligible for these sacraments (Kindergarten and

TK do not count towards sacramental preparation). For more information on this please call the Parish Office at 714.542.4411 or St. Joseph School Office 714.542-2704.

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 Sundays.

D. TECHNOLOGY

St. Joseph School offers students access to technology is used in all grades. Students in all grades, TK-8, participate in a 1-1 program. Only devices issued from St. Joseph School are allowed to be used. Participation in the program is mandatory.

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 technology-related policies as deemed necessary by the administration as needed. Devices are to be seen as a privilege, thus appropriate behavior in and outside of the classroom is expected. Failure to use the device appropriately may result in the suspension of the device for a period of time as determined by the principal and teacher.

Parents must sign the Acceptable Use Policy before students may use or receive devices.

E. PHYSICAL EDUCATION

All students are required to participate in physical education (unless excused by a note from a physician). A parent may request a temporary excusal from physical education for 1-2 days. Longer than 2 days requires a medical note.

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, their grade will be affected.

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 1-2 days.

The grade in P.E. is determined by the student's class participation, attitude, sportsmanship, compliance with the dress requirement, and skill level. P.E. is on a pass/fail grading scale.

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 6th, 7th, and 8th-grade student is required to complete 20 hours of service within the school year. Students are expected to seek opportunities within their community/city to serve. Students will be given the opportunity to complete these hours within class/school projects. If any student does not complete the project they will be required to complete the hours outside of school. Students will have the opportunity to complete one project per Trimester as a class, leaving 5 hours that students must complete outside of the school setting. 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.

The administration has the final decision on acceptable sites for service. Failure to complete the required 20 hours/projects 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.

- 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, soccer
- Girls' sports: volleyball; basketball; softball, soccer
- Student Council.
- Additional activities may be offered throughout the year as they become available. Information will be sent home with students in the monthly folder for new activities.

H. STANDARDIZED TESTING PROGRAMS

RENAISSANCE LEARNING STAR Assessments are given three times per year to all students in Kindergarten through eighth grade. The diagnostic assessments measure student mastery in Reading and Math. The formative data results from these assessments provide the administration and teachers information to guide instruction and provide appropriate support for each individual student. Teachers and parents receive the results of this test. Assessments are given in the Fall, Winter, and Spring.

The results are utilized diagnostically and as one of several indicators to measure and evaluate student academic achievement. The school and the teachers utilize the scores to adapt the curriculum to the needs of the students. Students can be retested at any time during the year.

I. Student Learning Assessment

St. Joseph School is on a trimester system. Students in grades TK through 8 receive Student Learning Assessments three times each year. Student learning assessments are issued to students at the end of each trimester. Please see the calendar for approximate dates.

J. GRADING POLICY

Kindergarten

- S SATISFACTORY: The student is successfully producing work that is consistent with grade-level standards.
- E EMERGING: The student needs to demonstrate more growth toward the grade-level standards for this area.

Grades 1-2:

- O OUTSTANDING: The student is successfully producing work at or above grade-level standards.
- S SATISFACTORY: The student is successfully producing work that is consistent with grade-level standards.
- E EMERGING: The student needs to demonstrate more growth toward the grade-level standards for this area.

Grades 3-8:

Letter grades are given for academic achievement

- A (90% - 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
- B (89% - 80%) 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
- C (79% - 70%) The student produces work that demonstrates satisfactory knowledge, skills, and understanding of level content, responsible behavior, and work skills.

- D (69% - 60%) The student produces work that demonstrates limited knowledge, skills, and understanding of level content, responsible behavior and work habits/study skills.
- F (59% or below) The student produces work that demonstrates unsatisfactory knowledge, skills, and understanding of level content, responsible behavior and work habits/study skills.

K. MISSING OR INCOMPLETE WORK

The Diocese has revised its grading policy, which will allow schools the option of adjusting their grading scales to include scores lower than a 50%. We have decided to abide by this policy and will make the necessary adjustments on all grade-related correspondence.

All missing and incomplete work will be given a zero until the work is completed. Credit for missing work submitted will align with the late work policy of the teachers. For assessments, students will be given an opportunity to make up the assessment. Failure of the student to meet this make-up deadline may result in a reduction of the assessment's final grade.

L. LATE & MAKE UP WORK

It is imperative that students complete all assigned work on time and with quality. However, there are times when work is submitted late. Established late work policies are aligned to the appropriateness of the grade level. Teachers will provide parents with the grade level and/or courses late work policy. In general, late work submitted one week or more past its original due date will be given 50% credit.

For excused absences, students are given one additional day per excused absence to complete missing work. For unexcused absences, students are given one day starting from the first day they return to school to complete all missing work.

M. HOMEWORK POLICY

Homework is an opportunity to reinforce the skills learned during the regular school day. St. Joseph School encourages families to create a distraction-free or reduced-distraction zone at home. This helps to create effective study skills for students. The approximate homework time allotments are based on a reduced distraction environment.

- Kindergarten - less than ½ hour
- Grades 1 - 2 - ½ hour
- Grades 3 - 4 - 1 hour
- Grades 5 - 6 - 1 ½ hours
- Grades 7 - 8 - 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 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 schoolwork and homework. Students have 1 day per absence to submit missed assignments for full credit. Homework is published daily/weekly on either Google Classroom or Class Dojo. If a student is absent and the materials are not available digitally, they will receive the physical materials (worksheets, etc.) upon return to class.

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. For prolonged absences, the school will collaborate with the family on a course of study for the interim.

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

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 mandatory conferences will be in October. Additional parent-teacher conferences may be scheduled by the parent or teacher in 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 THE REAL DRAGON AWARDS

Students in grades 3 through 8 are eligible for 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. Honor Roll recipients may not have a D or F in non-core classes such as Personal Success Skills, Responsible Behavior, PE, Music

Honor Roll Awards:

- St. Joseph Honor Roll
 - Grades 3-5 eligible
 - Earn all As or Bs on their SLAs
- 2nd Honors
 - Grades 6-8 eligible
 - Earn a 3.0 to 3.49 GPA on their SLAs
- 1st Honors
 - Grades 6-8 eligible
 - Earn a 3.5 to 3.99 GPA on their SLAs
- Principal Honors
 - Grades 3-8 eligible
 - Earn a 4.0 or all As on their SLAs

GPA Average Based on: A = 4 points / B = 3 points / C = 2 points / D = 1 point / F = 0 points

The Real Dragon Award is presented to those students who exemplify the qualities of Christian Attitude and that of a Real Dragon. They show respect to all, giving all in effort, overall achievement, demonstrating love, in the example of Jesus Christ.

The Honor Roll, Real Dragon Award, 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.

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 coursework as prescribed by the State of California and the Diocese of Orange are awarded their eighth-grade diploma. The graduation service takes place in June. A baccalaureate Mass and celebration take place each year a few days prior to the graduation service.

Other graduation week activities include an eighth-grade class trip and end of the year retreat. St. Joseph School may deny the participation of any eighth-grade student in any or all graduation activities because of poor behavior, attitude, lack of cooperation, or significant missing work. Parents will be notified if their child is at risk of losing these privileges.

All tuition, fees, and charges must be paid in full before the student is allowed to participate in any graduation week activities including the ceremony.

Q. CATHOLIC HIGH SCHOOL INFORMATION AND ENTRANCE EXAMS

Dates for Catholic high school information nights, open houses, shadow days, and entrance exams will be made available to our eighth-grade students and parents as we receive them from the high schools. The three nearby Catholic high schools will be invited to come on campus to speak to our students about the opportunities and programs each school has to offer. The eighth grade students will prepare for the Catholic high school entrance exam by reviewing and practicing the guide book for the exam. Catholic high school entrance exams take place twice during the application process and 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 end of June to the end of July. This program takes place Monday - Thursday, 12:00 Noon - 3:00 PM with extended daycare 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.

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 reason, notification of the absence and reason for it should be made to the school office before 10:00 AM. A student who has been absent or tardy is required to present a written excuse stating the reason for his/her absence and signed by the parent or guardian. These excuses shall be kept on file until the end of the school year.

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. Generally, assignments missed will be provided after the student returns from the trip. In some grade levels, as appropriate by age and grade, students are able to access assignments posted on Google Classroom or Class Dojo during their absence. It is important that the parent realizes that the child’s absence may have an effect on a child’s grades and achievement. It is strongly recommended that family vacations be scheduled when school is not in session. Vacations, absences due to sports and other extracurricular activities, etc. are considered unexcused absences.

Please schedule dental and medical appointments outside school hours whenever possible. Parents are required to notify the school if a student has any communicable diseases such as COVID-19, measles, mumps, chickenpox, 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 a cold or influenza.

Excessive absence at the elementary level is considered 15 days per semester; a total of 30 days per school year or 10 absences per trimester. When the student arrives after recess s/he is 1/2 day absent.

B. TARDIES

A student may be considered tardy if he/she arrives after the 8:00 AM tardy bell. Students who are not in line by the end of morning prayer and announcements on the field are considered tardy. Students who are tardy are to check with the receptionist before proceeding to class.

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.

An excessive number of tardies (ten or more per trimester) will result in disciplinary action. A tardy notice will be sent home. This notice is to be signed by the parent and returned the following day. Continuance of tardies will result in a parent conference with the administration to find a solution.

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.

C. ARRIVAL AND DISMISSAL PROCEDURES

At St. Joseph, we take the safety and well being of our students very seriously. As a staff, teachers came together to develop new arrival and dismissal procedures for this school year. The goal is to maintain a safe environment and comply with Diocesan policy (See visitor policy).

Arrival Procedures

Students who arrive at school between 6:45 am & 7:45 am will be signed in to morning care in the Parish Hall. Students are not allowed to loiter near the school campus. At 7:50 am, all students in morning care will be dismissed to their classrooms. Additionally, the gate along Civic Center Drive will be opened by a staff member at 7:45 am.

Between 7:50 am - 8:00 am, students will proceed to their classroom to drop off their items and prepare for the day. At 8:00am, the class will proceed to the field for morning prayer and announcements beginning at 8:05am. Students that arrive at 8:00am will need to head straight to the field. Any students that arrive after 8:00 am are considered tardy and will be issued a tardy slip if they are not in line by the end of morning prayer.

Dismissal Procedures

Regular Dismissal is from 3:00 PM - 3:15PM. Extended Care begins at 3:15 PM. On Early Dismissal days, parents have a 15 minute grace period to pick up their child; Extended Care on Early Dismissal days begins after 15 minutes from the dismissal time.

The gate is to be kept closed until a teacher arrives to open the gate and supervise the students exiting campus. Other teachers will be supervising students in their grade level lines, while some escort students to the car line area. 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 child 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 safekeeping. 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. On excessive heat warning days, students will wait in the shade under the lunch shelter, temporary canopies, or the Parish Hall.

At 3:30 the snack program will begin for all students still on campus. Students must eat the snack provided on school property; they may not take home the provided snack for later.

Early Dismissal

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 upon entry to the school. Unauthorized visitors 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. Visitors must have permission from the administration to be on campus.

The goal of this policy is to 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, Effort Achievement Love. Our discipline policies are also intended to create a healthy and safe

environment that 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:

- Classroom rules:
 - Classroom teachers will publish and post classroom rules before back to school night in September.
- Hall/Bathroom
 - No playing or loitering in hallways or bathrooms.
 - Students are expected to walk through hallways and bathrooms in a quiet manner at all times.
 - Students are expected to turn off the water, dispose of trash properly, and flush toilets.
 - 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.
- Assemblies/Field Trips
 - Students represent St. Joseph School. The conduct must be consistent with school policies.
 - All directions from teachers, bus drivers, speakers, leaders, etc., must be followed.
 - Students must have the field trip permission slip signed by a parent prior to the field trip.
- Extended Day Care
 - Students' conduct in extended daycare is to be consistent with other areas of school discipline. Students not adhering to school policy may lose the privilege of staying in daycare.
 - Students are to follow directions of extended daycare staff as they would their teachers.
 - No running in the parish hall.
 - No outdoor play equipment is to be used in the hall. All equipment must be checked out, properly used, and returned.
 - No sitting on tables or misuse of school property.
 - No throwing or kicking anything in the hall (papers, sports equipment, pencils, etc.).
 - Students are to stay in full view of daycare workers at all times.
 - Students must be granted permission to use bathrooms from extended daycare staff.
 - Students are not to leave the daycare area to go to a classroom or the office without a teacher's permission, and without the approval and knowledge of the daycare staff.
 - Students are to stay on the side of the hall designated for daycare (nearest bathrooms).
 - Students are not to leave school grounds during extended daycare. Students

may only leave extended daycare with a parent or guardian or with those listed on the school, extended daycare or emergency release forms.

- If a student is being picked up by someone not on extended daycare 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.
- Students must be signed in the morning and signed out in the afternoon by the person who brings them or picks them up.
- A snack is served to those students signed in for extended daycare at approximately 4:00 PM each day.
- **P.E. and After School Sports**
 - 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.
 - Coaches will explain and display rules and regulations for P.E. and after school sports.
 - 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.
 - Parents driving teams to events must present proof of insurance and a valid driver's license.
 - Parents must sign a permission release form and pay all fees associated with the sports program before their student is eligible to play.
 - 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.
 - 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.
- **Before and After School**
 - Students dropped off before 7:50 AM are to report to extended daycare. Students are to enter the hall through the front door of the school.
 - Students dropped off after 7:50 AM are to enter the schoolyard through the Civic Center Drive gate and wait quietly for the 8:00 bell.
 - There is to be NO PLAYING or running around before school.
 - Students are to line up quietly at the 8:00 AM bell and listen to the morning announcements, and participate in the AM Prayer.
 - 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.
 - 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.
 - Students and parents must use the crosswalk to cross the street. There is a crossing guard at the corner of Civic Center and Lacy.
 - Students will not be allowed to enter cars that are double-parked.
- **Lunch**
 - All students are to walk with their teacher to the hot lunch line and to their lunch tables.
 - Students are to sit at lunch tables and are not to leave their seats until excused

- by the lunch supervisor.
- Students are expected to clean up their area after eating, dispose of all trash, and return trays to the proper place.
- Directions and rules given by the lunch supervisor are to be followed in a respectful manner.
- Students are given 20 minutes to eat their lunch. They are expected to eat their own lunch and encouraged to finish what they have.
- Students may not throw or play with food. Students throwing food are subject to immediate suspension.
- **Recess**
 - Students are to use equipment properly, share with others, and play in a safe and orderly manner.
 - 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.
 - Students are to remain on campus at all times. If equipment leaves the yard, it must be retrieved by a teacher or supervisor.
 - Students may not climb walls or be in the plant areas.
 - Fighting and inappropriate language are not permitted.
 - Students are to behave in a way consistent with St. Joseph School rules and policies.
 - Students may not be in the school building during lunch or recess without teacher supervision. Loitering or playing in the bathrooms is not allowed.
 - The whistle is a 5 minute warning. During this time students are to use the restroom, wash their hands, get drinks and return all equipment.
 - The bell signals the end of recess and/or lunch. Students must walk to the line quietly and prepare to enter school to resume classes. Students may NOT get drinks or use the bathrooms immediately following recess.

F. HARASSMENT

In accord with St. Joseph School's respect for the dignity of each individual, the school is committed to providing an environment in which everyone is treated with respect. It is the responsibility of the student, administrator, teacher, parent, staff, aides, and volunteers to conduct themselves in a manner that contributes to a positive school environment. Therefore, any form of harassment, whether sexual, verbal, written, physical, visual or environmental is strictly forbidden. Any person who violates this policy will be subject to disciplinary action up to and including termination or expulsion.

DEFINITION OF HARASSMENT

Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive or intimidating because of the individual's race, creed, color, national origin, physical disability, gender or religion. Harassment can occur any time during school or during school-related activities, or outside of school via social media, and/or cell phones.

EXAMPLES OF HARASSMENT:

1. Sexual Harassment: Sexually demeaning comments, statements, questions, slurs, jokes, anecdotes, epithets or unwelcome touching
2. Verbal Harassment: Comments, questions, statements, slurs, jokes against a person because of race, creed, color, national origin or physical ability
3. Written Harassment: Letters, notes or invitations (electronic or paper) which are suggestive or hostile
4. Physical Harassment: Unwanted touching, contact, assault, deliberate, impeding or blocking movements, or any intimidating interference with normal study or movement
5. Visual Harassment: Leering, gesture, display of suggestive objects, pictures, cartoons, posters or drawings
6. Environmental: Detrimental atmosphere in which a person is made to feel uncomfortable through the presence and/pr actions of others in the room

CONFIDENTIALITY: Every effort will be made to protect the privacy of the parties involved in any complaint.

RETALIATION: Retaliation against anyone who reports harassment or who participates in the investigation of such a report is strictly forbidden

G. 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 suspension or 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 or Instagram without permission. Pictures of students in their uniform should be in good taste and connected to school related activities and events. The administration will judge each incident independently.

H. Settling Disputes

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

I. 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.

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 detention or a time out/benching.

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.

J. Disciplinary Referrals & Intervention

In situations where a student has not responded to a teacher's disciplinary intervention, the student may be referred to the Principal or Assistant Principal for disciplinary intervention. In cases of extreme disruption of the classroom or extreme violation of school rules, the student may be immediately removed from the classroom.

Disciplinary action at that point will be determined by the Administration and a referral may be issued. Referral forms will be sent home to be signed by the parent and returned to the student's teacher. Documentation of the referral will also be noted through FACTS.

Referrals may be given for any of the following offenses:

1. Disrespect towards self and others
2. Bullying
3. Repeated violation of the school dress code
4. Plagiarism or cheating
5. Use of profanity or vulgarity in words, actions, and written communication.
6. Actions threatening the safety of others or self
7. Defiance of the authority of school personnel
8. Leaving campus without permission or truancy
9. Theft or destruction of school property
10. Violation of the school Acceptable Use Policy for Technology
11. Repeated disruption of the learning process within the classroom
12. Harassment
13. Other serious offenses determined by the administration

K. 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
- Open, persistent defiance of the authority of the administrator, teacher, or supervisor
- Habitual profanity or vulgarity
- Smoking or having tobacco
- Use, sale of, or possession of narcotics
- Willfully cutting, defacing or otherwise injuring in any way property real or personal belonging to the school, teacher, or students
- Theft
- Use, sale, distribution of any alcoholic beverages on or near school premises
- Assault or battery, or any threat of force or violence directed toward any school personnel or students
- 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.

L. Grave Offenses

In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the Student is immediately suspended. The initial parent-Principal conference is dispensed with and the due process begins. This procedure involving cases of grave offenses should be followed where the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the Principal, pose a serious threat to the health and welfare of another student or students, or staff.

Immediate suspension with probable expulsion from the school may include but not be limited to the following:

- Selling, distributing of controlled and uncontrolled substances and narcotics
- Use, sale, distribution of any alcoholic beverages on or near school premises
- Assault or battery, or any threat of force or violence directed toward any school

personnel or students.

- 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)
- Involvement in gang or criminal activity outside of the school community

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

M. 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:

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

Transfer Resulting from Parental Attitude

Under normal circumstances, a child is not to be deprived of Catholic education on grounds relating to the 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, the guardian or another 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.

N. 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.

GIRLS' SCHOOL UNIFORMS

Grades TK-5: Jumper or shift in Christopher plaid; short-sleeved white (Peter Pan collar), or green St. Joseph polo shirt; green cardigan or sweatshirt; white socks must be “crew” length. white knee-high socks are allowed. All socks must be without logos.

Grades 6-8: Skirt (Christopher plaid); short-sleeved white blouse (Peter Pan collar), white polo shirt, or green St. Joseph shirt to be worn tucked-in; green cardigan sweater

or school sweatshirt ; white “crew” socks. white knee-high socks are allowed. All socks must be without logos.

Grades 6-8 only - The zippered “sweatshirt” jacket is optional.

Grades TK-8: Girls may choose to wear khaki color walking shorts, skirts or pants from Cat & Jack or Dennis Uniform. Shorts, skirts or pants can be worn with either the white polo shirt or green St. Joseph polo shirt. Belts must be worn with shorts or pants. Belts must coordinate with the uniform, be non-ornamental, and without advertisement or initials. Make-up , nail polish, lipstick / lip gloss 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 must be neatly groomed and in good taste. Dying, coloring or tinting of hair is not allowed. Bows or hair clips must be simple, matching school uniforms and should not be distracting or elaborate.

7 & 8 only- May wear black crew length socks

BOYS' SCHOOL UNIFORMS

Grades TK-8 Boys may wear khaki shorts or pants from Dennis Uniform Company or Cat & Jack Target brand. Shorts or pants can be worn with either the St. Joseph green polo shirt,, or white dress shirt. The shirt must be tucked in at all times. Belts are to be worn with shorts and pants. The belt must coordinate with the uniform, be non-ornamental, and without advertisement or initials. Socks must be white and without advertisement. socks must be “crew” length only.. Green cardigan sweater, white or green St. Joseph School insignia sweatshirt may be worn. Hair must be neatly groomed, in good taste. Hair must be naturally blended and worn no longer than collar length. Spiked, step, shaved, or buzzed hair styles may NOT be worn. Crew-cuts and flat tops are acceptable. Excessive amounts of gel, mousse or hair cream may not be used. Boys are not allowed to wear anything in or on their ears. This includes earrings, spacers, band aids etc. Costume jewelry is not part of the uniform and may not be worn. Students are permitted to wear a watch, a ring, and a religious necklace.

Grades 6-8 only - The zippered “sweatshirt” jacket from Dennis Uniform is optional.

Grades 7 & 8 only- May wear black crew length socks

GENERAL GUIDELINES

- Tattoos, marks, or drawings on the body are forbidden.
- Boys and girls must wear the St. Joseph P.E. uniform during P.E. Class.

- Only the school mass sweater may be worn over the uniform shirt or blouse our liturgical celebrations.
- Only the St. Joseph School T-Shirt may be worn under the school uniform.
- Tennis shoes may be worn. They should be black, brown, blue, or white.No multicolor shoes will be allowed.
- NO Sandals
- 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 name and grade **we are not responsible for any lost uniforms..**

PHYSICAL EDUCATION (PE) UNIFORM

The PE uniform for both boys and girls includes green PE Shorts and St. Joseph School grey PE t- 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 PE. In cold weather, St. Joseph green sweatpants and sweatshirts with our school logo may be worn. School uniforms must be purchased through Dennis Uniform Company. Or on our onsite store.

Target: Girls/Boys Pants Can be purchased at Target: Brand “ Cat & Jack”

Any Store: Mass shirts Girls/Boys: Brand Oxford

School Store: **Order in Person** Polo Shirts, PE Shirts, Sweater with Zippers , Sweater without Zipper, Spirit Crew Sweatshirt, Spirit Hoodie SweatShirt, Tie, Sweatpants

Dennis Uniform Company:

All Other Uniform Items
2825 Savi Ranch Pkwy, Yorba Linda, CA 92887
T: 714-697-89282

Uniforms Required:

- Mass
- PE
- Regular Uniform

To see required uniforms go to: <https://www.dennisuniform.com/>
School Code: **AN00BC**

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. Continual uniform violations may result in a referral notice.

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.

“Sunday Best”. The following restrictions apply:

- 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.
- Sandals or high-heels may not be worn.
- No jeans or jeggings of any kind (casual or dress)
- Girls must wear a dress, skirt, and blouse, or dressy slacks and a blouse. All dresses and skirts must be modest/decent in taste Mini-skirts or short hem-lines are not permitted. Dresses that are backless or overtly tight all over are not permitted. Skorts are permitted in modest/decent taste.
- Boys must wear dress pants and a nice shirt (with collar.)
- Clothes must fit properly. Oversized, baggy, or tight clothes may not be worn.

Free Dress

- Shorts and jeans are permitted as long as the student is dressed in an acceptable fashion. Torn, ripped, or overtly tight jeans/jeggings are not permitted. 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 administration reserves right to determine the appropriateness of students’ dress and/or appearance.

O. 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.

P. PERSONAL ITEMS

All personal items are brought to school on an at-your-own-risk basis. The school is not liable for any lost, stolen, or damaged personal items. Students are asked not to bring toys, games, trading cards, phones, 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.

Backpacks 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.

Q. 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 the trimester. At the end of the trimester, unclaimed or non-marked items will be placed up for resale in the Used Uniform Sale or donated to a charitable organization.

R. TELEPHONE USE / Cell Phones

Students are prohibited from using cell phones at St. Joseph School or on any school-sponsored activity. Students bringing cell phones to school are required to place their phones in the OFF mode in a plastic tote at the beginning of each day; the teacher will store these bins in a closet until the end of the day. Personal phones and other personal electronics brought to campus on an at-your-own-risk basis.

If a student is found to be using their phone during school hours, it will be confiscated immediately and sent to the principal for safekeeping. The cell phone will be turned over to the parent when the student is picked up that afternoon during normal dismissal time and the student will not be allowed to bring it back to school. If the office staff or administration are gone

for the day, parents may pick up the cell phone the next school day. Repeat offences may be considered willful disobedience and follow the school's disciplinary procedures.

Student telephone use is restricted to emergency use only. Lunches, homework, or personal items are not considered emergencies. 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 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.

S. 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.

T. 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 boys play flag football, basketball, and volleyball. Girls in grades 6-7-8 are eligible to play on the "A" teams, while the girl's in the 5th & 6th grades are eligible to play on the "B" teams. Girls 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.

Other sports policies:

- 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 (non-school employee) Parents driving to games are to take eligible team members only. Student spectators must be transported by their parents. **School employees are not permitted to drive students.**
- Students who have missed the regular school day may not participate in after-school sports activities of any kind or any other extracurricular activity.
- Students must report to extended daycare after practice or a game when not picked up promptly by parents. An extended daycare fee will be charged.

U. 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

V. FIELD TRIPS

Field trips are a part of our instructional program. They are planned to have an educational and/or cultural value. Parents are responsible for the costs associated with mandatory field trips regardless of attendance. Field trip costs will be billed through FACTS.

Department of Catholic Schools Field Trip Update, July 2021.

School Sponsored Trips

Catholic schools sponsor travel opportunities and field trips as part of their curriculum, athletic

programs and/or extra-curricular programming. The following procedures are to be followed. **If parents have a question regarding a student trip, they should contact the school administration to ensure whether a proposed travel is school-sponsored and school-sanctioned.**

Prohibition of Other Travel

The Diocese of Orange does not sanction any other trips with current undergraduate students or with graduated students from any of our schools. This includes trips during summer vacation and other periods in which school is not in session. **Parents should not assume that any non-sanctioned trip will provide adult supervision of their children. The school and the Diocese of Orange will not accept any liability for any trip that it does not sponsor as part of its curriculum.**

1. No school faculty or staff member can serve as a paid or unpaid tour guide, sponsor, or chaperone for student travel that is not school-sponsored. Exception to this restriction may be granted by the Superintendent for trips: [1] which do not involve students from the faculty/staff member's own school or [2] which are sponsored by an outside non-profit or charitable organization in which the employee is a member.
2. No faculty or staff member may utilize school facilities or resources to promote or advertise a travel program which does not have school sponsorship. Unauthorized use of school resources include: [1] use of classrooms or school offices for organizational meetings, [2] use of classroom time for discussion and promotion of travel programs, [3] use of school computers for communication or preparation of printed materials and, [4] use of duplicating equipment.
3. Any promotion of private business interests is a violation of the "Conflict of Interest" directives contained in the Employee Handbook for Lay Personnel of the Diocese of Orange. Such infractions may affect employment eligibility.

Neither the school nor the Diocese of Orange will accept any liability for any trip that it does not sponsor as part of its curriculum, athletic competition, or extracurricular programming.

Process for Approval

1. Using the proper form, permission is to be requested in writing by the sponsoring teacher or staff member.
2. The travel request form will outline details regarding: [1] number of student participants, [2] the curriculum-related purpose of the travel, [3] the student supervision plan, [4] all travel arrangements (including mode of transportation, itinerary, accommodations and provision of meals), and [5] all anticipated costs and source of funding.
3. Certification of insurance for all trips is to be documented in compliance with directives from the Office of Risk Management (714/282-3007). See attached information. The preferred mode of transportation is other than parent vehicles and in the case of vehicles, teachers are not to drive. When vehicles are used, it is recommended that there are two adults in the vehicle.
4. Daytime trips which occur during regular school hours and all travel extending outside regular school hours require the approval of the school principal. No promotion of the trip is permitted until the school principal has granted approval in writing.
5. No purchase of tickets, monetary deposit or other financial commitments is permitted

until the completed form has been signed by the principal.

Travel Procedures

1. All school policies, regulations, and disciplinary procedures are applicable to students during travel programs and field trips. Unless specifically waived, students should presume that all school rules apply. Student dress code may be waived by the principal.
2. All student participants must obtain written permission from their parent and/or guardian on the appropriate diocesan form provided. Day trips (within school hours) require the use of the "Field Study/Trip Permission Form" and extended trips necessitate the use of the "Extended Travel Permission Form".
3. It is the responsibility of the sponsoring teacher or staff member to guarantee and coordinate appropriate supervision for students at all times (at least one chaperone for every 10 students depending upon the age of the students).
4. Besides employees of a contracted agency, no individual(s) outside designated school personnel and parent chaperones may accompany students on the school sponsored trip.
5. The sponsoring teacher or staff member is required to report to the principal any incident of medical emergency, inappropriate behavior, disciplinary infraction, and/or any incident involving alcohol and/or drugs that occur during the trip.
6. Violation of school rules or policy during a school-sponsored trip may constitute sufficient cause for cancellation of the trip and immediate return to point of origin. Depending upon the circumstance, this penalty may be applied to an individual student or to the entire group. Should such a penalty incur additional expense, these costs will be born by parents and/or guardian of the student(s) involved.

W. 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.

Students are expected to keep their books clean and covered. Any unusual wear or damage to books will be the financial responsibility of the student /parent.

HEALTH AND SAFETY PROCEDURES

A. CAR-LINE / TRAFFIC PROCEDURE

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. The carline will NOT be in use for

safety reasons. Students that remain at school fifteen minutes past dismissal time will be escorted to the extended daycare area and signed in.

Arrival

When dropping students off after 7:50 AM please pull next to the curb, allowing children to exit to the sidewalk and walk through the gate on Civic Center Drive to their homeroom. Parents are not permitted to park on Civic Center and walk students onto campus.

If parents would like to walk their child to their homeroom, they need to utilize the parking lots and ALWAYS use the crosswalk. If you are dropping students off prior to 7:50 AM, please walk your students to the parish hall, entering through the front door, and sign your student into AM extended daycare.

Dismissal

Parents or other designated persons 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. Drivers must remain with their cars and display the family/child's placard administered by the school. School personnel will use a walkie talkie to call students outside to the carline. TK students are not permitted to use the car line. If a student takes too long to exit the building, parents will be asked to circle the neighborhood and re-enter the carline. The staff will make every effort to hurry the student to the gate in a safe and timely manner. Parents are encouraged to let their child know ahead of time if they will be using the car line.

For parents not making use of the car line, they may park in the parking lots on Civic Center and Lacy. Parents may NOT PARK IN THE WHITE ZONE OF THE CARLINE. Transitional Kindergarten parents must park and sign their children out of their classroom.

The carline ends at 3:15pm. After 3:15 PM, parents will need to park and enter the building to check their children out of extended care.

B. CHANGE OF ADDRESS / TELEPHONE NUMBERS

Please contact the school office when you have a change of address or telephone number AND update your information in FACTS. 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 an 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 add the adult to FACTS emergency contacts. Emergency contacts are updated during enrollment. There is no limitation to the number of emergency contacts a student may have.

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 type 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 problems 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 will not be permitted to enter school unless immunization records are on file and up to date in accordance with the CA Public Health Department.

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.

IMMUNIZATION REQUIREMENTS	Ages 4-6	<ul style="list-style-type: none">→ 5 doses of Diphtheria, Tetanus & Pertussis→ 4 doses of Polio→ 3 doses of Hepatitis B→ 2 doses of Measles, Mumps & Rubella→ 2 doses of Varicella (Chickenpox)
	1st Grade	<ul style="list-style-type: none">→ Immunizations listed above→ Physical Health Exam

		→ TB Skin Test
	7 th & 8 th Grade	→ Immunizations listed above → TDap vaccine

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 immediately. Students will be readmitted 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 and active lice. 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 disasters. 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.

- In the event of a major disaster, the school will not be dismissed and students will remain under the supervision of school authorities. The school will follow the guidance of local emergency officials.
- 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 as an Emergency Contact in FACTS.** 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.)
- 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.
- We are prepared to care for your children for up to 72 hours. However, we will care for your children as long as it may be necessary. Personnel are trained in first-aid, and food, water, blankets, and necessary emergency supplies are kept on hand.

We ask for your help in the following areas:

- Please do not call the school. If the phones are still working, the lines must be kept open for emergency calls. Information will be sent out through FACTS messaging.
- Following an earthquake or other emergencies, 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.

- 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. Please visit <https://www.earthquakeauthority.com/California-Earthquake-Risk/Personal-Preparedness> to help develop your family's plan. 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 regular fire drills and/or earthquake drills. All classrooms are equipped with Lock-Blok door stops that allow for the quick and immediate closure of the doors in the event of a lock-down. All classrooms are equipped with an intercom phone system to notify the school of a lock-down event. All classrooms are equipped with emergency food and hydration supplies as well as bodily fluids relief buckets in the event of an extremely long lock down event.

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 parents or other duly-designated adults.

Emergency Dismissals

Emergency dismissals may be made at any time by the principal or his/her delegate when a serious occasion may warrant it. Parents will be notified through FACTS messaging, and if possible, through a phone call, of the emergency dismissal and timeframe for pick up. Daycare will not be available.

Emergency Pick Up Due to Fire or Earthquake

In the event of a fire, students and school personnel will evacuate to the field area and wait for emergency personnel to arrive. School personnel will follow all directions of the emergency personnel. The main gate of the Civic Center will be utilized by emergency personnel only. Parents will be directed to the backyard area of the ACE House located on Garfield Street to pick up their children. If this area is inaccessible for any reason, we will notify parents of an alternative pick up location on the campus.

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 prospective parents about the quality work our students are producing. The parent or guardian will indicate their permission or not 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 at the time of enrollment. If a parent or guardian does not wish to have their child photographed, the school will respect that decision; parents will need to give written permission to have their child included in the yearbook if they opt out of the media release.
- 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:
 - Attempt to contact a parent or guardian.
 - Attempt to contact the child's physician.
 - Attempt to contact the parent or guardian through any person listed on the emergency form.
- In the event the school is unable to contact the parent, guardian, or physician, it will:
 - Call another physician or paramedics, or have the child transported to the hospital in the company of a staff member.
 - Any expense incurred will be the responsibility of the parent or guardian.
- 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.
- St. Joseph School cannot be held responsible for any personal items that a student has brought to school.
- Signature of a parent or guardian on the Financial Agreement at the time of enrollment 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.

We understand that failure to comply with the standards set forth in the parent/student handbook, will be grounds for dismissal from St. Joseph School.

Signature of Father/Guardian

Name of Father/Guardian

Signature of Mother/Guardian

Name of Mother/Guardian

Signature of Student

Name of Student & Grade Level

Signature of Student

Name of Student & Grade Level

Signature of Student

Name of Student & Grade Level

Signature of Student

Name of Student & Grade Level

Date

Comments and/or Suggestions: