

# PARENT & STUDENT HANDBOOK 2018-2019



St. Joseph School  
Upland, CA 91786

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## **I. Saint Joseph School**

St. Joseph School has a long tradition of academic excellence. Its program has a strong Catholic foundation, and we strive for a genuine spirit of Christian community. St. Joseph School is staffed by a group of enthusiastic and dedicated lay educators.

The school opened in September 1955 with three Sisters of the Presentation of the Blessed Virgin Mary, two lay teachers and a total enrollment of 290 students. The school gradually expanded, adding one class each year until it became a nine-room school; Kindergarten through the Eighth Grade. St. Joseph School enrollment remains at approximately 335 students in Grades K through 8.

The school is administered by a principal, vice-principal, lay teachers and teacher aides. An administrative assistant, business manager, and counselor are also included in the staff of the school. St. Joseph School is a part of the Catholic school system of the diocese of San Bernardino with the Superintendent of Schools as the chief administrative officer and is recognized as the immediate delegate of the Bishop in all school matters. The Bishop shares with the pastor the final accountability and responsibility for total Catholic education at the parish level. The pastor's primary role is to provide spiritual leadership and may delegate the organization and administration of the school to the principal.

## **II. Philosophy, Mission Statement and Student Learning Expectations**

### **Philosophy**

St. Joseph School shares in the mission of the Catholic Church and to "Teach as Jesus Did" in spreading the Good News. We believe that all people are created in the image and likeness of God and possess unique gifts and talents. We nurture these gifts in a Christ-centered, disciplined, loving, and secure environment to help students reach their potential. We teach and reinforce faith, morals, and values daily through the principles of service, community, and worship. Through a carefully planned, holistic curriculum, we strive to lay a strong foundation that will inspire our students to make a life-long commitment to academic excellence, compassionate global awareness, and an appreciation of diverse cultures and abilities. Recognizing parents as the primary educators of their children, the faculty and staff work with them to help the students grow spiritually, intellectually, emotionally, and socially.

### **Mission Statement**

St. Joseph School fosters Catholic values and invites students to a deeper relationship with Jesus Christ. The school community educates the whole child to become a responsible and vibrant member of the Church and helps the students live their faith in a larger society.

### **Student Learning Expectations**

A St. Joseph student will:

#### **A. Be a vibrant Catholic who:**

- Applies religious knowledge and values to daily situations
- Celebrates diversity and demonstrates mutual respect
- Makes a conscious effort to alleviate local and global needs through sacrifice and prayer
- Prays daily and participates in liturgies and service projects
- Is responsible, honest, and independent

#### **B. Be a lifelong learner who:**

- Thinks critically, uses knowledge and resources to make decisions and solve problems
- Is focused, self-managed and well organized
- Is able to learn from both success and failure

#### **C. Be an effective communicator who:**

- Articulates in both oral and written language
- Uses information to initiate discussion, evaluate issues, and take appropriate action
- Understands the importance of listening and responding compassionately to others

- D. Be a responsible citizen of God's creation who:
- Appreciates the wonder and beauty in all things
  - Is aware of local, national, and global issues
  - Is a caretaker of the environment
  - Lives for justice and peace.

### **III. Admission Policy**

#### **Nondiscrimination**

St. Joseph Catholic School, mindful of its mission to be a witness to the love of Christ for all, admits students of any sex, race, color, disability, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of sex, race, color, disability, national and ethnic origin in administration of educational policies, admission policies, scholarship and loan programs and athletic and other school administered programs (#5010 Diocesan Handbook).

#### **Admission Age**

A child who is five years old by September 1 and passes the readiness screening may be admitted into Kindergarten provided all health documents are current.

#### **Class Size**

Class sizes range from 35-38 in most grades

#### **Priority of Student Admission**

- Siblings of children already attending St. Joseph will be given enrollment priority if they are ready.
- All parents are required to provide proof of registration in a Catholic parish. Priority is given to supportive Catholic alumni and Catholic students whose families are registered in St. Joseph Parish. Children from other Catholic parishes and other faiths will be admitted if openings exist.
- Parents are to subscribe to the school's philosophy and agree in their contract to abide by the educational policies and regulations of the school and diocese.

#### **Transfer Students**

Transfer students will be admitted if the following requirements have been met satisfactorily.

- An opening exists
- A grade competence test is passed
- No outstanding financial obligation to previous school
- Parents/guardians and students meet with the administration for an interview
- All new students will be admitted on probation for a three -month period

Normally, a student is not deprived of a Catholic education or otherwise penalized for actions of parents. However, the principal may recommend the transfer of a student when parents/guardians have been repeatedly uncooperative with the school staff, policies or regulations or have interfered in matters of school administration or discipline. The principal/administration may recommend transfer only after reasonable effort has been made to achieve parent/guardian cooperation. Documentation of all actions and of consultations on the issues must be retained on file.

### **IV. Attendance & Visitors**

#### **Daily Attendance**

Regular daily attendance is mandatory. Students in grades 5-8 are to be on the grounds by 7:40 a.m. and enter the classroom by 7:45 a.m. and are considered tardy after the 7:45 a.m. bell. Students in grades K-4 should be on grounds by 7:55 am, enter the classroom by 8:00 am and are considered tardy after the 8:00am

bell. No student is to be on the grounds before 6:45 a.m. A student arriving between 6:45 and 7:30 a.m. is to report to Extended School Care. Any student arriving between 7:30 a.m. and 8:00 a.m. is to report to the pavilion area. Students remain in the pavilion under staff supervision until each class is greeted by their teacher prior to the first bell.

#### **Release of Students during School Hours**

No student will be allowed to leave the school during the school day unless officially signed out in the office by a parent/guardian. Advance notice in writing must be sent to the teacher if a student is to leave school early. The parent/guardian is required to pick up the student in the office and sign him/her out in the log book. If a student returns the same day, the student must be signed in again at the office.

#### **Tardiness**

Tardy students, those arriving in their classrooms after 7:45 a.m. bell (grades 5-8), or 8:00 a.m. bell (grades K-4) must be escorted to the office and signed in by a parent/guardian/carpool driver. Entering the classroom late is a distraction to the class once instruction has begun and can also leave the late student feeling stressed due to the missed instructions or lesson. Excessive tardiness will result in formal documentation on report cards. A letter will be sent home to parents indicating the number of excessive tardies. If the issue is not resolved, a mandatory meeting with administration will be scheduled to resolve the concerns related to the excessive tardies.

#### **Absence**

When a student is absent, a parent or guardian must call the school's absent/tardy number, 909-285-4380, between 7:30 a.m. and 9:00 a.m. on the day of the absence. Also, a dated written excuse is required after any absence. Students are expected to be in attendance on every school day, except for EXCUSED ABSENCES which are defined by the Diocese (medical and dental appointments). Verification of such appointments is required by the school. Students who are absent more than thirteen days per trimester without a doctor's excuse or other comparable professional written excuse may be asked to withdraw from school or be retained in the present grade unless all the work is satisfactorily made up. A physician's note is required after more than a week's absence.

#### **Student Phone Calls**

No student will have access to the school phone except in an emergency for example, cancellation of a scheduled school event or carpool difficulty. Forgotten books, assignments, P.E. clothes, lunches do not constitute an emergency. If a parent/guardian must be notified for illness/accident, only school personnel will make the phone calls deemed necessary. **Absolutely no use of cell phone is allowed at any time.**

#### **Electronic Policy**

Private use of social media without reference or identification to the school, school employees, students, families cannot be governed by school policies.

No one may use the school name, logo or motto on any type of social media or in any other way, e.g., putting the name on t-shirts, for example, without the express written permission of the principal or pastor.

#### **School Visitors**

St. Joseph School is a closed campus. Other than school personnel and authorized visitors, no one is allowed on the campus at any time without the explicit permission of the school administration. All visitors are required to report to the school office upon arrival. All volunteer helpers must complete a background check and the diocesan safe environment training. All approved visitors **MUST** sign in at the office.

#### **Parties**

All class parties and treats must be pre-approved by the classroom teacher and school administration. Valentine's Day and end of year Fun Day are the two approved parties for all grades. Invitations to birthday parties may not be distributed at school unless each student is included. These restrictions are in place to protect the welfare of all students. Often, students who are not invited feel isolated and rejected. Bouquets of flowers, food/desserts, balloons or other gifts may not be delivered to students at school for any occasion.

## V. Schedules

### **Normal School Hours**

The normal school day begins at 7:45 a.m. (grades 5-8) and 8:00 a.m. (K-4) and concludes at 3:00 p.m. Students are marked tardy if they arrive in their classrooms after the 7:45 a.m. (grades 5-8) and 8:00 a.m. (K-4). Students must be picked up promptly after school unless they have a signed permission slip to remain for supervised activities. Supervision is provided from 6:45 a.m. until fifteen minutes after school dismissal. For safety, students arriving before 7:30 a.m. or not picked up by 3:15 p.m. will enter Extended School Care and a fee will be charged.

Morning break for all students is from 10:00 – 10:15 a.m. This is break time for snack, bathroom and socializing with classmates. It is not an active playtime.

Lunch begins at 11:55 for grades 5-8 and 12:10 p.m. for grades K-4. Students are to eat lunch sitting in their assigned areas. Each student is responsible for disposing of personal trash and maintaining proper table manners. Table monitors are responsible to clean/check area when they finish lunch. Food and drink must be taken at tables. After eating, students with adult supervision will play in their designated play areas. Upper grade students return to class at 12:30 p.m. Lower grade students at 12:45 p.m.

There may be an afternoon break from 1:50 – 2:00 p.m. for grades K-4. This is taken at the discretion of the classroom teacher. Dismissal is at 3:00 p.m.

### **Minimum Days**

On minimum days, the students are dismissed at 12:00 p.m. The first Friday of each month is a minimum day. The same dismissal rules as normal days will be followed. Check the monthly calendar and weekly reminders for these dates.

### **Drop Off and Pick Up Policy**

Students should not be on the school grounds before 7:30 a.m. unless they are being signed into Extended School Care. Students should not be on the school grounds more than fifteen minutes after dismissal unless reporting to Extended School Care or a supervised after school activity for which they have written permission. Parents/carpool drivers should use extreme caution when entering/leaving the school grounds. Students are to be picked up according to the guidelines given to parents at the beginning of the school year. At no time are cars to be left unattended by drivers. Observance of basic traffic rules will be enforced. Drivers are to follow the directions expressed by those on traffic duty. Staff members on traffic duty and parent volunteers give directions that are for the safety and security of the students. They are to be respected and obeyed.

Parents may never park in reserved parking places for parish or school staff.

When it is raining heavily/extremely hot in the afternoon, drivers are to drive to the playground area where the oldest child's classroom is located. Pick up times on these days may begin at 2:50 p.m. Teachers will direct students to the appropriate side for pick up. All drivers are asked to make student safety a priority. Parents and students must follow all traffic directions given by those on duty.

## VI. School Programs

### **Testing**

New students from K-8 grades are required to pass a readiness screening before admittance into the school. Students in grades 2-8 take the Star Tests in Math and English Language Arts in September, January and May.

Eighth grade students may take an entrance test at the local Catholic High Schools. These are administered at the high school the student plans to attend and parents are responsible for making the necessary arrangements with the school.

If the need arises, any student may be referred to the local public school district for academic or psychological testing. This is done only after the teacher, parents, and/or principal meet for conferences.

### **Library**

St. Joseph School students are fortunate to have a well-stocked library. A full-time librarian meets with each grade level weekly and assists students with book selection and check-out procedures. The library and classrooms are equipped with the Accelerated Reading Program for grades K-8. The librarian helps the classroom teachers administer the reading tests. A record of points earned by students is kept and shared with teachers. Good reading habits are highly encouraged. Students may be recognized in class or at monthly flag ceremony for their effort and progress.

### **Physical Education**

Instruction is provided for all students weekly. The program focuses on good sportsmanship, attitude, game skills, and basic exercises necessary for good health/fitness. No student is excused from Physical Education class without a written note from their physician or parent stating the reasons. Class will not be held outdoors if there is a smog alert or inclement weather. The Physical Education uniform is the same for grades K-8 and must be purchased from Dennis Uniform Company.

### **Computer Program**

Each grade level will have a scheduled time in the lab. Students are taught the basics in computer education and teachers use a variety of techniques to integrate technology into the curriculum. Chromebooks, Apple TV, overhead projectors, and classroom computers enhance the use of technology. Students will abide by the Technology Acceptable Use Policy as approved by the Catholic Schools' Office.

### **Counseling**

Caritas Counseling services are provided for the students. A parent permission form must be on file with the counselor before a student can take advantage of this service. The counselor can also help students develop good study habits and provide consultation to parents and staff.

### **Health**

The school maintains all student records. Screening for vision and hearing checks are conducted annually. Parents/guardians will receive reports and appropriate recommendations after the screening process. Within each grade, the basic health/safety standards are taught as part of the science/religion framework.

### **Insurance**

All students participate in the Diocesan accident insurance program. Each student is provided school time coverage for accidental injuries occurring during school or at school-sponsored functions. This fee is paid annually at registration.

### **Hot Lunch Program**

Hot lunch is provided daily through an outside vendor. Parents are responsible for completing the menu and placing the order online. All transactions are between the parent and the vendor. Instructions for ordering are available in the school office.

**St. Joseph School is a closed campus.** The spirit of the closed campus is that no items, including food items, may be delivered. Students are to come to school daily in full uniform, with completed homework assignments and with lunch in hand.

### **School Pictures**

Each year school pictures are taken in the Fall. Each student is to be dressed in appropriate school uniform for these pictures. All students are part of the class photo. However, it is optional for individual photos to be taken. A price list is sent home in advance of picture day. Student pictures will not be posted on websites or referenced in print materials without parental permission for reasons of safety and privacy.

### **Field Trips**

Field trips of educational and cultural value may be scheduled during the year. Every field trip is to have a specific goal related to the curriculum. The School/Diocesan field trip form is required in order for a student to be allowed to go on a school-sponsored field trip. This required form must be turned in 24 hours before the field trip. Students must wear the uniform on all field trips unless the administration has given specific permission for other appropriate dress. Chaperones must complete a background screening and the Virtus

training, and all Diocesan guidelines must be followed. Students' conduct will be a consideration for participation.

**No handwritten notes or phone calls** can take the place of the formal field trip form.

All field trips will include transportation provided by a diocesan approved bus company.

Only St. Joseph School students may go on a field trip. No preschoolers or siblings from other grades may participate.

Parents/Adults are responsible for the group assigned to them for the duration of the entire field trip. Teachers will give each chaperone the field trip form signed by the parents of the children in their group. These forms should be returned to the teacher after the field trip.

## **VII. Health and Safety**

Immunization Requirements – Children under age 18 years must have immunizations as outlined by the Health Department. Health forms are available at the school office.

A written record must be on file indicating the name of the person immunized, date of birth, date of each immunization procedure, the type of antigen used and the name of the administering physician or agency. Call the Public Health Department for further information.

### **Basic Health Rules**

To insure the protection of all students, the following standardized rules will be followed. A student having one or more of the symptoms listed below will be sent home:

- Fever
- Suspected contagious disease
- Vomiting
- Diarrhea
- Conjunctivitis

If your child shows any one of these symptoms prior to coming to school, PLEASE KEEP HIM/HER AT HOME. A child with any type of rash and/or cold symptoms should be kept home for your observation. Your child should not return to school until the temperature has been normal for 24 hours. The school cannot take proper care of children who are convalescing from an illness. Students are to be kept home until they have fully recovered and/or received release from their physician.

Any child who has been suffering from a communicable disease must conform to the County Health Regulations before returning to school.

### **Emergency Care**

Basic First Aid (wash and bandages) will be administered for minor playground injuries, cuts, and scratches. Sick or injured children will be made as comfortable as possible while parents are contacted and an authorized adult arrives to take them home. If a parent cannot be reached, the other responsible adults listed on the child's emergency card will be contacted.

### **Medications**

Medications are not furnished to the children by the school. A child on the school grounds cannot keep medications in his/her possession, including cough drops. No medications can be administered by school personnel without the appropriate consent form and labeled medication. No medications may be kept in the classrooms. If a child must receive medication during the school day, the following guidelines must be adhered to:

1. A consent form must be completed with a physician's signature.
2. The prescription container must be labeled with child's name, dosage, name of medicine, expiration date and doctor's name.
3. The child must come to the office for medication at the prescribed time. Whenever reasonable and feasible, medication is to be self-administered in the presence of the office personnel.

\*For students with severe allergies, school personnel will call 911 if an epi-pen is used.

### **Emergency Information**

It is vitally important for each student's safety that parents/guardians keep the school's emergency card updated, so that in the event of injury, illness, or emergency, the parent or designated person may be contacted immediately. **The emergency card should have the current address and phone numbers: work, home, fax, pager, and phone/cell numbers of responsible persons to be contacted. All medical conditions, current medications, and allergies must be listed on the emergency card.**

**Students will be released only to those listed on the emergency card. No one else is allowed to pick up children without written notice from the parent.**

### **Custody**

St. Joseph School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. "In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his/her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with court-certified copy of the court order."

### **Smog Alert Procedures**

When the ozone count rises to a Stage 1 episode, strenuous or excessive physical activities are avoided. Limited exercise and activities will be permitted.

Any student with respiratory or heart problems, or whose parents have so requested, will be exempt from any physical activity during a first-stage episode and will be kept indoors.

When ozone levels reach a Stage 2 or 3 episode and the schools have not been closed in advance, all unnecessary physical activity will be avoided. The children will be kept indoors when at all possible.

### **Emergency Evacuation Procedures**

Should we experience a fire, earthquake or other natural disaster, the safety of the children may require the evacuation of the school. We cannot overemphasize the importance of a calm and controlled response to such an emergency.

The children will be kept comfortable and secure until parents or other authorized competent adults can take them from the school grounds. Parents/guardians must be aware of the emergency procedure so that the evacuation can be conducted in an orderly manner.

St. Joseph School's procedure will follow these steps:

1. All parents will be notified by telephone and/or text message that the school is being evacuated.  
**Note: If telephone service is interrupted, parents may assume that the following procedures for evacuation are already in effect and being followed.**
2. Students will be evacuated to a safe area outside the classrooms where roll call will be taken and family groups will be formed. Students will be released only to their parents/guardians or another adult designated by the parent/guardian on the emergency release card.
3. Drivers are to pick up students at the designated release area.
4. Students will be sent home with a parent or an authorized adult.
5. Unless the school has received explicit written instructions to the contrary, children, who normally walk or ride a bike, will not be allowed to do so in an emergency evacuation.
6. Students will remain in the Emergency Operations Center until signed out or until directed by municipal authority to move to an evacuation center provided by the city, county, Red Cross, etc.

**Reminder:** Each student is to bring an earthquake kit to school on opening day. These kits, as well as first aid materials, water supplies, sanitary supplies, etc., are stored in our Earthquake Room.

### **School Cancellation Policy**

In the event of an emergency or extreme condition, St. Joseph School will follow the recommendations of the Upland School District or the Office of Catholic Schools for cancellation of school. Please listen to radio/TV announcements during emergency situations.

### **Student Bikers/Walkers**

Parents are responsible for making sure their children get to and from school safely and on time.

A written note signed by the parent/guardian must be on file, which states that the child may walk or ride a bike to/from school. Parents/guardians are urged to carefully instruct children who walk or ride a bicycle to/from school regarding traffic and safety rules. Once a student has left the grounds he/she will not be permitted to return without being accompanied by their parent and signed in at a school sponsored activity (Extended School Care or After-School Sports.)

Bicycles must be locked at the bike rack. Bikes are never to be ridden on the church/school grounds.

## **VIII. Expectations for Homework and Missed Classwork**

### **Home Study Environment-Homework**

The ability to study is an acquired skill. Homework is given to supplement and reinforce class work and to build the skills needed to accomplish more challenging assignments.

Students in grades 3 – 8 have a separate notebook for homework assignments. There will be homework of some type each evening. Some assignments will be ongoing while others will be short term. Parents need to look at assignment notebooks and check on work progress. Much can be accomplished if parents foster systematic study habits in an environment free from distractions. Not all assignments are written work. Research, reading and memorization should be done with as much attention as written work.

A reasonable time for homework per grade would be:

Grades K – 2 - 45 minutes

Grades 3 – 5 - 75 minutes

Grades 6 – 8 - 90 minutes

Contact your child's teacher if you are concerned about the amount of time your child is spending on homework.

### **Make-Up Work Policy**

Students are informed at the beginning of the school year of their responsibility for making up work that is missed during absence. In order to meet requirements for promotion, class work missed because of absenteeism must be completed satisfactorily. Books and assignments for absent students may be picked up after dismissal if the teacher has been notified in the morning by 9 a.m. On returning to school, students are allowed the number of days absent to complete work assigned during the absence. When tests are missed due to absenteeism, make up arrangements will be made by the teacher and may require that the students come early in the morning or stay late after school.

## **IX. Communication**

### **Newsletters**

A newsletter will be emailed at regular intervals to the email address provided. The newsletter will keep parents and guardians up to date on current and forthcoming events. When email is not available, a printed copy will be sent.

St. Joseph School Website: School news and calendars are updated weekly on our website [www.stjosephupland.org](http://www.stjosephupland.org).

**Reminders and announcements are emailed to parents/guardians as needed.**

### **Developments**

The Development group issues a newsletter updating families on the activities and progress of the Development Program.

### **Calendar**

An annual school calendar is distributed at registration listing school events, minimum days, holidays, etc. Please keep the calendar handy so that you are well informed, but remember dates are subject to change. This will help alleviate excessive phone calls made to the office, allowing us to focus our attention on our students. It is also available on the school website. Reminders about important dates and events are also emailed/texted from the school office.

### **Progress Reports**

Parents/Guardians of students in upper grades will be notified at midterm of each trimester of their child's academic and behavioral progress. A progress report will be sent home with your child.

### **Report Cards**

St. Joseph School is on a trimester grading system. Report cards will be given at the end of each trimester. The first report card will be given in conjunction with a scheduled parents/guardian conference.

### **Conferences**

The faculty of St. Joseph School is dedicated to the welfare of the students and strives to establish cooperative relationships with the parents/guardians. A parent/guardian conference is held at the end of the first trimester, at which time the student's report card is given. Conferences may be requested at any time by parent/guardian or teacher. This request can be made by calling the office or sending a note to the teacher. Parents/guardians are encouraged to contact teachers regarding their child's academic, spiritual, social, or disciplinary progress. **Under no circumstances should a parent/guardian attempt to meet a teacher while he/she is teaching or supervising students BEFORE or AFTER school.** These times are essential to the safety and well-being of our students. Appointments to meet with teachers are usually made through the school office for before or after school hours.

**NOTE: The administration should not be contacted about a teacher until the parent/guardian has first conferred with the teacher.**

### **Parent/Guardian Signatures**

Parent/guardian signatures are needed on the following:

1. Emergency Card
2. Field Trip Form and Permission Slips
3. Absentee/Tardy Notes
4. Special Dismissal Notes
5. Tests and written work as the teachers may require
6. ESC drop-off and pick-up

### **Special Notices**

Flyers are occasionally sent home with the students. Parents/guardians are reminded to check with their children for extra notices and information on special events.

### **Complaints**

Complaints should be handled at the point of origin of the issue. Persons with concerns about a teacher or staff member should first attempt to address that concern with the individual.

The following procedures should be followed:

- If the matter is not thus resolved and the complainant refuses to do the above and yet demands action on the part of the Principal/Administration, the Principal shall request a written statement of the complaint. This shall be a brief but specific summary of the nature of the complaint and the facts surrounding it.
- Complaints not resolved at the point of origin must be submitted in writing for study and possible resolution.

- The individual employee involved shall be advised by the Principal of the nature of the complaint and shall be given the opportunity for explanation, comment, and presentation of the facts as the employee sees them. This is to be submitted in writing.
- The Superintendent will intervene only if the complaint cannot be satisfactorily resolved at the local level and only on the receipt of a written referral.
- On receipt of a written referral, the Superintendent will solicit from the complainant, the principal, the employee concerned, and where appropriate, the pastor, a written summary of the issue together with supporting documentation. After reviewing the documentation, and when necessary, conferring with the parties to the disputed action or policy, the Superintendent will only determine:
  1. Whether the local policy is in accord with applicable Diocesan policies and regulations.
  2. Whether the policy is fairly and equitably applied.

The Diocese of San Bernardino strongly encourages all parties involved in such a conflict to use every available means to attain reconciliation.

#### **Access to Student Records (policy 5126)**

Either parent/guardian may have access to students records which the schools are required to keep related to their child(ren) in the presence of the principal or designee. Behavior records (counselor reports, discipline reports etc.) shall be inspected in the presence of an individual qualified to interpret the records. The school must comply with requests to review student records by parents/guardians and shall make every effort to comply in a timely manner.

Parents annually sign or decline the authorization for use of Photograph/Image to promote and communicate through slide presentations, photo displays, printed materials, posters, internet promotion, or electronic multimedia. Parents understand that photography/image will not be used for any for-profit commercial purposes without express, written approval.

#### **Confidentiality**

Teachers will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. Parents will be promptly notified of teacher concerns. St. Joseph School strictly enforces the laws of the state of California regarding mandated reporting.

### **X. Spiritual Growth and Formation**

As a Catholic School, the administration and faculty strive to build community. We want to build upon and strengthen the moral/catholic values which parent/guardians are fostering in their homes. We are committed to offering a quality education in a faith-filled environment. It is our prayer that the children will come to know their self-worth and show respect for themselves and others. There are many varied opportunities given to foster their faith development.

#### **Liturgy**

Students are given an opportunity to attend weekly Mass. Two grades attend Mass on Friday at 8:30 a.m. The entire school celebrates Liturgy on Holy Days, special days, and on the first Friday of each month. Families are encouraged to attend.

#### **Daily Prayer**

In each class, emphasis is placed on the individual student's communication with God. Each day begins and ends with prayer. Special prayer times are planned around Holy Days, Marian Day, important class needs/events and religion curriculum objectives.

#### **Retreats**

Students in eighth grade participate in a year-end Retreat, and a morning of prayer is planned for the second-grade students as they prepare for their First Eucharist. A school-wide retreat for all grades is celebrated bi-annually.

### **Reconciliation Services**

During Advent and Lent, the students participate in Reconciliation Services. Students are encouraged to receive the Sacrament of Reconciliation on a regular basis with their parents/guardians.

### **Sacramental Preparation**

Students in second grade are prepared for First Reconciliation and First Eucharist. Parents are fully involved in this preparation as they attend Parent Preparation classes to help their children and prepare as a family.

### **Marian Day**

Important emphasis is placed on Marian devotion. During the months of October and May, special religion curriculum objectives are developed. A Marian Day is celebrated in May. Time is set aside to focus on the life of Mary, recite the Rosary, and participate in the Crowning of Mary.

### **Stations of the Cross**

During the season of Lent, students walk with Jesus the journey of the Stations of the Cross. The schedule is published in the regular school communications.

### **Advent/Lent**

During these liturgical seasons, time is set aside to dwell on the meaning and purpose of the seasons. Using a number of age appropriate activities, the students experience in the classroom a prayerful atmosphere that helps them develop an appreciation and love for Christmas and Easter.

### **Lectors/Altar Servers**

After receiving First Holy Communion and completing the proper instruction, the students may have the privilege of giving service during the liturgies in the capacity of lectors, altar servers or ministers of hospitality.

### **Missionary Childhood Association**

All students participate in the Missionary Childhood Association (MCA), a Pontifical Organization to help the world's poor, underprivileged and deprived children. The students are encouraged to support the MCA through prayer and monetary contributions. Classes and student council help organize fundraisers to help children in need.

### **His Hands**

The school community reaches out to alleviate the needs of the local community through the services of St. Joseph Parish outreach program called His Hands. Students participate in their food drives at Thanksgiving, Christmas, and when special needs arise.

## **XI. St. Joseph School Uniform Policy**

As a Catholic school, the uniform policy reflects the intrinsic Catholic doctrine that we are made in the image and likeness of God. This is carried out by promoting modesty in dress and requiring adherence to the policy.

**ALL UNIFORM ITEMS MUST BE PURCHASED THROUGH THE DENNIS UNIFORM COMPANY. PLEASE SEE DENNIS UNIFORM CATALOG GIVEN AT REGISTRATION.**

### **Boys Dress Code**

Boys may wear either Dennis navy blue pants or navy blue walking shorts. Dennis grey or white polo shirt is worn. A white turtleneck may be worn under the uniform shirt. Pants and shirts must fit properly - NO baggy pants or shorts. Belts worn must be black or navy. Pants and shorts must be worn on the waist and shirttails must be tucked in at all times. A plain hat may also be worn outside the classroom during scheduled breaks, lunch, and P.E.

The jackets/sweatshirts available through Dennis may be worn as part of the uniform. Non-uniform jackets may be worn outdoors during inclement weather.

### **Girls Dress Code**

Girls in grades K-4 wear the Dennis navy white-checked jumper, navy blue walking short, or skort with a white uniform blouse or grey/white polo shirt from Dennis.

Girls in grades 5-8 wear the Dennis navy white-checked skirt, navy blue walking short, or skort with a white collared uniform over-blouse or grey/white polo shirt from Dennis. A white turtleneck may be worn under the uniform blouse. A plain hat may also be worn outside the classroom during scheduled breaks, lunch, and P.E.

Skirt length should remain modest, no more than 3" above the knee when standing and 6" above the ground when kneeling, measured both front and back.

Girls may wear shorts under the jumper/skirt. These should be uniform/P.E. shorts.

Girls may also wear the Dennis slacks.

The jackets/sweatshirts available through Dennis may be worn as part of the uniform. Non-uniform jackets may be worn outdoors during inclement weather.

### **P.E. Uniforms**

Students must wear a Dennis P.E. uniform on their assigned day and for after school sports practice. Athletic sneakers may be worn on assigned PE days.

### **Shoes**

All students are to wear solid black, white, or dark navy tennis shoes or oxford-style shoes. They are to be laced, zipped or Velcro closed. Shoes may have only one pair of black or white laces. Shoes must be laced to the top of the shoe and must be tied at all times. Students may not wear over-sized shoes. They may be purchased locally or through the Dennis Uniform Company.

### **Socks**

Boys and girls must wear white, blue, or black socks that cover the ankle completely. Tights/full-length closely fitted leggings of the same colors may be worn in colder weather.

### **Hair Grooming**

Natural color hair only is acceptable for boys and girls. Any student who violates this regulation will be asked to stay at home until his/her hair is restored to its natural color. No hair dyeing, frosting, or lightening of hair is permitted. Radical haircuts/styles are not allowed. This includes, but is not limited to shaved heads, (partial or full), tails, shaved designs, or step cuts. The only boys' razor cut allowed for full head is #2 or above. Boys' hair must be trimmed off the collar and ears and above the eyebrows, and must be combed neatly. Girls' hair must be neat and simple and fixed in a way that does not obstruct vision. Simple barrettes and hair ties are acceptable. No hairspray or mousse should be brought to school. Violation of this rule will result in disciplinary action and confiscation of item.

### **Make Up**

Absolutely no make-up of any kind is acceptable, including lip-gloss, French manicures, or artificial/acrylic nail polish of any kind. Only clear medicated lip balm is allowed. Students will be asked to remove any make-up worn to school.

### **Jewelry**

Girls may wear a simple pair of small stud earrings. Only one earring on each ear may be worn. Boys may NOT wear earrings. A wristwatch, one simple ring, and a religious cross/medal may be worn.

### **School Spirit Jacket**

Students in grades 5-8 may purchase and wear the St. Joseph spirit jacket.

### **Scout Uniforms**

Any student who is a member of the scouting organization may wear his/her formal dress uniform on the group's meeting day.

### **Free Dress Days**

These days occur on your child's "school" birthday (summer birthdays are arranged by the teacher) and during the school year at the request of the Student Council and at the discretion of the school administration. Free dress is not allowed on Fridays because school uniforms are worn to Friday Mass.

All free dress clothes must be modest and reflective of the values expected at St. Joseph School. Students must be able to perform all regular school activities, including P.E., without changing. Shorts (if weather permits) must be modest length. Blue jeans are allowed if the jeans are in good condition and must be free of holes. Jeans must not be too tight. Dress and skirts are to be of modest length. All shirts, blouses, etc., must cover the shoulders and back (no tank tops or spaghetti straps). Writing or symbols on shirts must be appropriate for school. Shoes must have a back strap or closed heel. Crocs and high heels are not allowed.

**STUDENTS WHO DO NOT COMPLY WITH REGULATIONS WILL BE NOTIFIED IMMEDIATELY AND GIVEN A REASONABLE AMOUNT OF TIME TO CORRECT THE VIOLATION OF THE POLICY.**

**XII. Curriculum and Grading**

St. Joseph School undergoes accreditation by the Western Catholic Education Association and the Western Association of Schools and Colleges on a rotating basis. From one accreditation committee visit to the next, Saint Joseph School Administration and Faculty strive to implement and document the recommendations of the committee. The school is fully accredited by the Western Catholic Educational Association and the Western Association of Schools and Colleges.

**Curriculum Design**

The following courses are taught to all students in grades K – 8: Religion, Christian Family Life/Human Sexuality, Mathematics, Language Arts (Phonics, Reading, English, Spelling, Vocabulary and Writing), Spanish, Social Studies, Science/Health, Fine Arts, Physical Education and Computer Education. A description of subjects taught at each grade level is shared with the parents at Back-to-School night in the Fall.

**Grading Policy**

Scholastic achievement, test scores, oral and written assignments and participation in class are the criterion used for all academic grades.

**Primary Grading Scale (grades K-2)**

O	= Outstanding (94.50%)	S	= Satisfactory (69.50%)
VG	= Very Good (84.50%)	NI	= Needs Improvement (0.00%)
G	= Good (79.50%)		

**Middle/Upper Grading Scale (grades 3-8).**

A	= 96.50%	C+	= 79.50%
A-	= 92.50%	C	= 74.50%
B+	= 88.50%	C-	= 69.50%
B	= 85.50%	D	= 64.50%
B-	= 82.50%	F	= 0.00%

**Curriculum Standards Grading Scale (K-8)**

\*These will apply to subcategories in most content area.

M	= Mastery (85.00%)	NI	= Needs Improvement (69.00%)
NM	= Near Mastery (75.00%)	R	= Remedial (0.00%)

**Merit Awards**

At all grade levels, students are recognized for achievement and improvement in academics, behavior and social skills throughout the school year. Teachers use various forms of recognition, which are appropriate to the grade level. Honor Roll is awarded to students in grades 6-8.

### **Promotion/Retention**

Students who satisfactorily complete the requirements of their grade level, in the basic subject areas, shall be promoted to the next grade level. At times, summer school, tutoring or other sources of assistance will be required for the student to progress to the next grade level.

A Conditional Promotion may be given to any student who has begun to show marked progress but needs to continue to show evidence of this progress as the next school year begins. If such a promotion is indicated, the Principal, teachers and the parents/guardians will work together to structure the components altered to the individual student's needs.

In the case of slow progress, students are considered individually. Should a decision need to be made concerning retention, all facts related to the student's development will be gathered from a wide range of sources throughout the year.

The following are the minimum procedures, which will be followed if retention seems to be indicated:

1. A consultation between teacher/principal by the end of the first trimester.
2. A conference with the parents no later than the beginning of the second trimester to advise them of the possibility of retention and to discuss the possible remedial action.
3. Follow-up conferences with the parents/guardians and student are held to evaluate the progress of the students.
4. Evaluations/reports to parents/guardians must indicate failure to achieve minimum objectives in two basic subjects and/or lack of corresponding maturity for the next grade level.

If evidence exists that a child has a learning disability, is challenged physically, emotionally, socially, and/or academically that negatively affect school performance, the administration shall inform the parents or guardians of the procedures for them to seek an evaluation.

### **XIII. Behavior Expectations and Discipline Policy**

It is important that an environment conducive to teaching prevails at St. Joseph School. The discipline policy is motivated by a sense of love and respect for the rights of students, teachers, and the community.

The purpose of discipline is to teach the value of being responsible for one's own choices and actions. Students must take the responsibility for making appropriate decisions regarding achievement, interaction with other students, and safety. He/she must be aware that consequences follow actions, and that these potential consequences need to be considered in the decision-making process. Eventually the student should come to understand that she/he is not the victim of the actions of another, rather that he/she is in charge of his/her own actions. In light of these beliefs, the expectations for student behavior are:

- We are kind and respectful to self, others, and school.
- We keep our school clean.
- We are good listeners.
- We are responsible.
- We keep our hands and feet to self.
- We are quiet and walk between activities.
- We wear school uniform with pride.
- We come to school on time.
- We always do our best!

We believe behavior needs to be taught. A child does not read without being taught phonics and basic reading skills. In the same way, a child will learn to behave appropriately when taught appropriate expectations for their behavior. A child learns by observing the behavior modeled by the adults around him/her. To learn how to resolve conflict, a child must be given the steps in conflict resolution and provided with opportunities to practice the skill. The conflict resolution program allows two or more students an opportunity to work out conflict in a Christian manner. The purpose of this process is to train students in successful conflict management techniques, so that all concerned in the conflict will maintain personal dignity and mutual respect, as well as reach a satisfactory resolution to the conflict.

The steps in the conflict resolution are as follows:

1. Describe the problem and feelings.
2. Take turns in listening to each other. Repeat back what has been heard.
3. Offer various possible solutions.
4. Choose and agree on a solution.
5. Follow through with the agreed upon solution.
6. Reconciliation is an important goal of this process.

### **Behavior Guidelines**

In a spirit of teaching behavior, each teacher establishes age-appropriate classroom expectations as well as a reward-consequences system for her/his individual classroom based on positive reinforcement techniques. Parents will receive a copy of these expectations at the beginning of the school year. Positive reinforcement is given when students meet classroom expectations.

Some general rules for **anyone anywhere** on school campus:

#### Respectful talk

- Use appropriate language by not swearing or being disrespectful to others
- Speak courteously to all and do not put down or tease others
- Talk quietly
- Be honest, tell the truth
- Verbal abuse (threat) to students, teachers or other staff members will result in immediate removal to the office for appropriate disciplinary action

#### Kindness to others (physical)

- Do not fight or wrestle around
- Do not shove, kick, slap, trip, bite, spit, pinch, etc.
- Physical incidents (as stated above) toward other students, teachers or other staff members will result in immediate removal to the office for appropriate disciplinary action

#### Appropriate movement throughout the school campus

- Walk in an orderly manner between activities
- Walk quietly from class to class

#### Cooperation

- Listen and follow directions the first time
- Show appropriate class behavior
- Complete homework and turn it in on time
- Follow school/classroom rules

#### Lunchtime

- Voices will be at a conversation level
- Walk in, around and out of the lunchroom
- Keep hands, feet and food to yourself
- Follow directions given by adults

#### Playground expectations

Students should:

- Go directly outside when dismissed for the playground
- Walk to and from the playground quietly
- Return directly to the classroom when activity or recess is over
- Remain outside for all of recess; a student will need permission from an adult to go back inside the school
- Keep hands, feet and objects to oneself
- Use and share playground equipment in a safe and fair manner
- Follow directions given by adults

- Use appropriate language
- Use respectful talk and demonstrate kindness to others
- Report injuries directly to supervisor
- Wear appropriate dress for the weather

#### Dismissal Time

- Wait quietly while looking out for parent/carpool
- Stand in line and remain in designated area
- Will not eat or open backpacks while waiting
- Follow directions of teacher/supervisor

If a student chooses to be disruptive and does not follow the expectations of the class, she/he will be disciplined as follows:

#### **Consequences**

1. Warning
  - a. Reflection time
  - b. Personal Improvement Plan
2. Think Tank (time to think and plan ways to improve his/her behavior) and logical consequences, appropriate to failed expectation
3. Written note and/or telephone call to parent/guardian (Disciplinary Referral)
4. Principal's office
  - a. Behavior contract
  - b. Detention
  - c. Parent meeting
  - d. Student is sent home (Suspension)

#### **Classroom/Incident level of discipline**

Teachers establish a set of classroom rules so that students know how everybody will behave. These are fair and allow for all students to be successful in school. Our general expectations are also developed so that all students can be successful. When these rules/expectations are not followed, the student will be addressed immediately. This helps to ensure safety for all students and to stop the inappropriate behavior. This should be the extent of the discipline, but if not, then we go to the next level of discipline.

If your child has made an inappropriate choice at this level, he/she MAY receive a written form of notification. Please view this as both a consequence from the teacher AND a communication tool. Discuss the incident with your child, note what action you have taken at home, sign it and have your child return the form the next day.

#### **Office/Incident level of discipline**

If a student is not responding to the consequences administered by the teacher/adult, then the student will be sent to the office. The student will then speak to the principal/vice principal. At this time, a consequence will be determined and you will be notified via an email, a phone call or a notice sent home with your child. **Important Note:** Your child may be involved with another student who is making a poor choice. The goal is for the behavior/poor choice to stop. If a consequence is handed out to both children, you will only be notified of your child's consequence. Student privacy laws do not allow us to share what the other student may receive as a consequence. Stopping the behavior is the goal, not to find out if the other student received an adequate punishment. This is the school's decision, guided by board policy and administrative discretion.

#### **Discipline Referrals**

The following actions will be immediately brought to the attention of the principal/vice principal. A discipline referral will be issued, and the student may be withdrawn from student body activities or assigned detention. If the situation is judged by the administration to be of a more serious nature, the student may be suspended from school for a period of (1) to five (5) days.

- Any aggressive behavior, including but not limited to verbal and/or written harassment: physical, sexual, and/or racial.
- Spitting, rock throwing, rough play and/or play fighting, tackle football, inappropriate behavior that includes put downs or name calling.

- Fighting marked by anger and/or retaliation.
- Use of profanity or vulgarity
- Possession of pornography
- Leaving grounds during school day and/or after school activities without written permission.
- Destruction to school or an individual's property such as cutting, carving, and/or defacing property, or graffiti.
- Cheating of any kind will not be tolerated, such as forgery, dishonesty, theft, and lying.
- Defiance of authority of faculty, playground supervisors, school volunteers, or those to whom authority has been delegated.
- Only property directly related to curriculum and/or approved by teachers may be brought to school. Games, toys, electronic devices, trading cards, magazine and athletic equipment are prohibited.
- Possession, use, sale, and/or distribution of tobacco, drugs, alcohol, and/or any facsimile.
- Possession, use, sale, and/or distribution of a weapon or any object intended to be used as a weapon.

#### **Procedures for Detention**

Detention is held at the discretion of the teacher and/or administration.

Detention may be held during OR outside of school hours, including weekends.

The disciplinary referral will serve as written notice and will be retained in the student's folder.

#### **Probation (5204 Diocesan Policy Manual)**

A student may be placed on a behavior contract signifying probationary status for a serious offense, for continuing serious academic deficiency, or for continued misconduct after a warning, when the misconduct does not require more serious action. The following guidelines must be followed:

1. The principal must approve a formal probation.
2. A conference must be held with parents, student, and school personnel.
3. After the conference, when a student has been placed on probation, the parents shall be informed in writing of the reason for the probation, the length of the probationary period, and the conditions under which the probation will be lifted.
4. A written record of the student's probation shall be kept for reference should more serious action be necessary at some later time.
5. Efforts should be made to assist the student to forestall further sanctions.

#### **Suspension (5205 Diocesan Policy Manual)**

A student may be placed on suspension for serious misconduct, on or off campus during school related activities, or for continued misconduct after having been placed on probation. In all cases, the principal or acting principal will prudently decide the most efficacious and appropriate terms of suspension.

Official suspension may assume various forms:

1. The student may attend class but lose the right to participate in any school activity on or off campus.
2. The student may be suspended from a particular class and required to report to a specific place on campus during that time.
3. In severe cases, the student may be sent home for the entire period of suspension. The student shall be assigned academic work to make up for the loss of class time, and upon satisfactory completion, be given full credit for the work.

#### **Expulsion (5206.1 Diocesan Policy Manual)**

Grounds for expulsion are not to be applied automatically. There are, however, acts that constitute good cause for suspension or expulsion from school where a student misbehaves while under the jurisdiction of the school or when the conduct is directly related to school activity or school attendance.

#### **Procedures for Expulsion (5206.2 Diocesan Policy Manual)**

With the exception of the most serious moral situations, the steps listed below must be followed. The school should take special care that each step is documented. The file should contain written communication between the school and the family. Without written communication, many misunderstandings can occur.

The steps to be confirmed by letter to parents are:

- Causes and number of probation
- Conferences with parents, student, teacher(s), principal
- Causes and number of suspensions
- Additional conferences with parent, student, teacher(s), principal
- Grounds for expulsion

Parents must be given a written notice of the offenses and invited to conference with the school personnel. The students should be present. Where applicable, the pastor should be advised of the scheduled conference and be invited to attend.

### **Special Regulations (5119 Diocesan Policy Manual)**

In accordance with the teachings of the Catholic Church, the Catholic school assumes the position that all life is a God-given gift and is sacred. Such life is to be respected and preserved. A Catholic school, therefore, cannot and will not accept abortion as acceptable under any circumstances.

In the event of a student pregnancy, the school shall encourage the student to continue the pregnancy to full term and delivery. The school shall support the student's pro-life choice by allowing her to continue her studies as a student at the school. Policy guidelines for continued enrollment have been defined by the Diocese of San Bernardino.

### **Recommended Transfers**

Certain students may be given a recommended transfer on grounds other than discipline. The following procedures apply to students clearly unable to profit from schoolwork for reason of ability or emotional instability. Ordinarily, the transfer should occur only at the end of a grading period.

Students who repeatedly break school rules, show impertinence in the school, receive cumulative disciplinary referrals, may be suspended or whose behavior is otherwise incompatible with the school behavior code will be placed on a behavior contract. If the student fails to meet the conditions of the contract he/she will be asked to transfer to another school. Parents and students will be adequately informed. The final decision shall be made by the administration in consultation with the pastor.

### **Parental Attitude**

As stated in the St. Joseph School Contract: "Parents are obligated to comply with the policies and guidelines of this handbook. Students of parents who fail to comply are subject to dismissal."

## **XIV. Student Body Government**

A. The purpose of our student body government is:

1. To share responsibility
2. To give the students an opportunity to voice their ideas
3. To develop skills in self-government
4. To encourage a high standard of academic achievement
5. To foster school spirit through loyalty, friendliness, helpfulness, and good sportsmanship

The student body from grades three through seven elect officers who will serve as their representatives.

A. Requirements for Student Council Members

1. Academic Grade:  
Scholarship grades must "average a 2.5 Grade Point Average for the first and second trimester, with no grade lower than a C."
2. Conduct Grade:  
Conduct grades must be an average of "VG."

Student Council Constitutions are available from the Student Council Moderator. All candidates must be approved by the administration and teachers before running for office. All candidates must respect, obey and adhere to all school rules and regulations. During their term in office, the Student Council members will have report card reviews at every trimester in order to ensure grade eligibility of the members. Those members becoming ineligible because of

scholarship or behavior will be asked to resign from their position. The remaining Student Council members will assume their responsibilities.

**XV. After-School Sports Program**

St. Joseph School participates in the Inland Catholic Schools League, the diocesan sports league. Teams are formed from students in grades five through eight for various seasonal sports. In order to participate in any after school sports, the parents/guardians and students must follow all rules set forth in the Athletic Program Handbook. This handbook will be distributed to those families interested in the sports program. There is an Athletic Director in charge of all after-school sports.

Boys' Sports are: Cross-Country, Flag Football, Basketball and Track  
Girls' Sports are: Cross-Country, Volleyball, Basketball, and Track

The After-School Sports Program is dependent on parent participation. There is a set fee for each sport which a child participates in during the year. Parent/Guardian volunteers are needed for coaching. All coaches must get a LiveScan and complete diocesan safe environment training.

**Use of School Facilities**

Requests for use of school facilities by parish and other groups are subject to the approval and permission of the principal and pastor.

Classrooms are shared by the parish Religious Education program and annually a calendar is drawn at the parish with input from the coordinators. Outside groups do not use the school facilities unless approved by the principal and pastor.

**XVI. Parent /Teacher Group (PTG)**

The purpose of the parent/teacher group is to bring about a closer relationship between the school, the home, and the parish, thus building a community of faith and support. The PTG is also the fundraising group responsible for providing the funds which make up a major part of our budget. Meetings are held at different intervals throughout the school year. Attendance at the first PTG meeting of every school year is mandatory and vital in supporting your child's/children's education. This group organizes and conducts school fundraising activities. Important information regarding ways to fulfill the contractual fundraising obligation is presented at this meeting.

**XVII. School Board**

The purpose of the School Board is to support and implement the philosophy of St. Joseph School, whose aim is to integrate the teaching of Gospel values with the total curriculum. It thus aims to create an environment where Christian Community can be experienced through liturgy, sacraments and social action. The Board is consultative to the Administration and Pastor.

The proper role of this Board is to advise the pastor and administration in regard to policy formation, school development, program review and evaluation, not administration.

Board Meetings are held monthly. The contact person for any School Board matter is the Principal at (909) 920-5185.

**XVIII. Development Committee**

The Development Committee is a subcommittee of the School Board. They are committed to enhancing the financial position of St. Joseph School by delivering creative solutions that bring together the business community, surrounding parishes, and the families of St. Joseph School.

**XIX. Financial Matters**

**Tuition**

Tuition is paid through an automatic debit program on the 15th of the month. All tuition is payable to St. Joseph School through Citizens Business Bank. Any tuition debits returned for insufficient funds will cause an NSF fee to be added to your account.

Registration fees are paid in May and are included in the Parent Contract.

Any checks returned by the bank will be subject to a penalty. After the return of a second check, cash or cashier's check must be used to satisfy all financial payments to the school.

If financial difficulties arise, it is imperative that the school principal be contacted to discuss the situation.

Continued failure to meet your financial commitment may result in a request to remove your child/children from the school.

### **Fundraising**

In addition to tuition, each family is required to meet the annual fundraising obligation as defined in the contract. It is based on "net income" to the school. This obligation may be met through participation in designated PTG fundraisers. This obligation must be met prior to graduation or pre-registration for the next school year. The fundraising year runs from April first to March thirty-first.

### **Parent Involvement Program (PIP)**

The main purpose for establishing and maintaining the Parent Involvement Program is to keep operating costs down through volunteer help from our families.

A Parent Involvement Program log sheet is given to each family. Participation is mandatory.

Grandparents and family members may help families meet PIP hours through volunteering at lunch recess and other activities provided they have completed a background screening and the VIRTUS training. A minimum of twenty points (twenty volunteer hours – one hour per point) has been agreed upon by the PTG to make the goal attainable for all our families.

These 20 hours/points must be earned by March 31<sup>st</sup>. In 2015 the School Board recommended four of the 20 hours be served for morning traffic duty to insure student safety. If a parent completes 20 hours without volunteering for traffic duty, they must sign up to volunteer an additional 4 hours of traffic duty. Traffic hours are pre-scheduled online to insure coverage. Parents/guardians must pay \$25 per hour for incomplete hours.

Parents/guardians, on completing hours as volunteers, need to fill out a PIP log sheet, have it signed by the chairperson of fundraiser or an appropriate school representative before turning it in for credit to the school office. All PIP log sheets **MUST** be turned into the school office by March 31. If March 31 falls on a weekend or a holiday, log sheets are due the following school day. Events vary from year to year. The most current list of opportunities is available from the PTG Board.

### **Gift Certificates (Scrip)**

Doing your shopping is a beneficial way to support St. Joseph School. Gift certificates, for use at grocery stores and other vendors may be purchased at the school. A percentage of the purchase returns to the school and is applied toward each family's fundraising obligation. Forms for ordering are available in the school office or on the school website.

### **Memorial Burse**

The Memorial Burse is a fund established to help defray tuition costs for families experiencing temporary financial problems. Applications are available in the school office. Initially, the fund started when a parishioner made an endowment of three thousand dollars. Additional funds accrue from memorial gifts, donations, and recycling. Donations are always welcome for this worthy cause. Checks may be made payable to "Saint Joseph Memorial Burse".

## **XX. Extended Care Program (6252 Diocesan Policy Book)**

Before and/or after school care programs, under the auspices of the Principal, may be provided for students properly enrolled in the school. Proper supervision and programs suitable to the students participating must be provided. The entire Extended School Care Program shall be consistent with the school's philosophy, goals and objectives and shall have written guidelines for its organization and operation.

**Extended School Care (ESC) Enrollment**

St. Joseph School is proud to offer an Extended School Care Program to families who are enrolled in our school. The Program is offered Monday through Friday. Morning Extended School Care begins at 6:45am. After-school Extended Care is from dismissal until 6:00 p.m. We also provide after school care on minimum days except before holidays. The Discipline Policy is enforced in Extended School Care. Only individuals listed on the student's Emergency Contact Card have permission to sign a student out of ESC.

**Fees**

Every family making use of Extended School Care, whether on regular basis or one time only, will be required to pay for the service. Every family signs a contract at registration and the fees are included in this contract.

A \$60 charge is assessed if students are picked up after 6:00 p.m. A statement of fees will be sent home within the first week of the following month and must be paid upon receipt. A late fee charge of \$20 will apply for any payment received after the 15<sup>th</sup>. Frequent lateness in picking up a child will be grounds for terminating the child's participation in the program. If a parent does not meet the payment obligations, the child will not be allowed to continue in the Extended School Care Program.

**Regulations**

For the safety of your children, no child should be on the school grounds before 7:30 a.m. unless being signed into Extended School Care. No child should be on the school grounds more than fifteen minutes after school is dismissed, unless reporting to Extended School Care or a supervised after-school activity for which written permission is required. Those students who do not fall into the above category and who are on the school grounds prior to 7:30 a.m. or fifteen minutes after dismissal will be placed in Extended School Care and parents/guardians will be required to pay the designated fee. Students attending Extended School Care are required to observe the rules and regulations of St. Joseph School. Failure to do this will result in expulsion from the program.

The principal reserves the right to amend policies, as necessary, pending formal process for amendment.

## STANDARDS FOR ALL SCHOOL WORKERS REGARDING INTERACTION WITH YOUTH

- (1) School workers must be aware of their own and others' vulnerability to appearance or perception of impropriety when working alone with youth. At all times, School workers should, therefore, use a team approach to managing youth activities. At least two adults (preferably a team of several adults) will organize and supervise youth activities.
- (2) Except in an emergency or urgent circumstances involving the youth's safety, School workers shall never be alone with a youth during any school activity or setting. For example, adults should avoid situations that put them in a position of being alone with a minor in a rectory, parish building, school, or other closed room (except as required for the Sacrament of Reconciliation).
- (3) School workers will observe careful boundaries concerning any type of physical contact with youth. Beyond a simple handshake or a friendly, brief hug, any physical contact should only take place in public circumstances, and prudent discretion and respect should be applied by School workers in order to avoid any appearance of impropriety.
- (4) Clergy and religious shall never permit a youth to stay overnight in their private accommodations or residence nor shall clergy or religious ever be permitted to share a room overnight with a youth. An exception can be made in the case of immediate family members of the clergy or religious, provided that a parent or adult guardian of the youth also stays overnight and that separate accommodations are provided for the youth and his or her parent or adult guardian.
- (5) School workers will not provide shared, private, overnight accommodations for individual youths, including, but not limited to, accommodations in any Church-owned facility, private residence, hotel room, or any other place where there is no other adult supervision present.
  - (a) School workers will use a team approach to managing emergency situations. A team of adults will consult with each other about the best approach to take in emergency situations.
- (6) School workers are prohibited from taking youth home or to another location unless another adult is present in the vehicle or the parent/guardian of the youth has given express prior permission. School workers likewise shall not permit other adults to take a youth home or to another location unless at least two adults will be present in the vehicle or the parent/guardian of the youth has given express prior permission.
- (7) School workers shall not give gifts to a specific youth under their care or supervision unless a gift is given to all other youth under their care, and even in such situations, any such gifts shall be modest, inexpensive tokens of friendship or appreciation. This provision shall not be construed from precluding clergy and religious from giving gifts to youth who are members of their immediate families, such as nieces and nephews.
- (8) School workers will familiarize themselves with, and understand the contents of, the child abuse regulations and reporting requirements for the State of California, and will comply with those mandates. School workers shall also complete, in a timely manner, any safe environment and/or youth protection training required of them.
- (9) School workers shall take all necessary action to ensure that that no one working with youth is either in possession of illegal drugs or under the influence of alcohol or illegal drugs. School workers shall take all necessary action to ensure that youth under their care or supervision do not have access to illegal drugs or alcohol. School workers may never serve or supply alcohol to youth or adults under the age of 21. Persons under 21 may, of course, partake of both species of the Eucharist, including the Precious Blood, according to the norms of canon law.

***For more detailed information please access the Diocese of San Bernardino Code of Conduct on the diocesan website.***

<http://www.docyp.org/>

**AFTER READING THE HANDBOOK, PLEASE COMPLETE THE FOLLOWING PAGE AND RETURN IT TO THE SCHOOL OFFICE.**

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Eldest student's first and last name (attending St. Joseph School)

I (We) have read and agree to be governed by the St. Joseph School Parent/Student Handbook. I acknowledge and understand the Behavior Expectations and Discipline Policy.

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Parent/Guardian Signature

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Date

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Parent/Guardian Signature

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Date

**Please detach this page and return to the school office with your eldest student by **Friday, September 7, 2018.****