

Saint Joseph School
15650 East Temple Avenue
La Puente 91744

(626) 336-2821



Parent/Student
Handbook

Revised 2008

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A. GENERAL INFORMATION

MISSION STATEMENT

Saint Joseph School is dedicated to the growth and development of its students to be responsible and participating members of the Catholic Church and of society.

Following the example of Saint Joseph, and in the spirit of Carmel we strive to develop in the students the knowledge of, love for, and practice of our Catholic faith as it has been revealed by God through His Church. Through the practice of prayer, reception of the Sacraments, devotion to the Sacred Heart of Jesus present in the Most Blessed Sacrament, exercise of Christian virtue, and in the respect for and service of our neighbor, we guide the children toward living these principles in the family, in peer relations, in the school community, and gradually in the wider environment of parish, neighborhood and the world.

PHILOSOPHY

Saint Joseph School has an integrated curriculum encompassing religion and a basic liberal arts program and the sciences which enables us to bring about in each child the development of the whole person—spiritual, intellectual, psychological, social, physical, and aesthetic.

Our aim is to help our students develop their talents in an environment that is safe, challenging and loving. Because we are a learning institution, we consider the development of basic skills as vitally important. Homework is given as a supplement to what is learned in the classroom. We offer our students all the State-required subjects, as well as religion, which is taught on a daily basis. Technology is used as needed for teaching, reinforcing and enrichment.

We value the participation of parents and their interests in the academic formation of their children with the belief that parents have the primary responsibility for the education of their children. We realize fully the sacrifice they make to have their children here at our school. As a consequence, we take most seriously our privilege and responsibility to educate these children to the best of our ability.

HISTORY OF THE SCHOOL

Saint Joseph School has been in operation since September of 1950. Throughout its history, it has served the children of the La Puente area in various ways. The school is currently staffed by the Carmelite Sisters of the Most Sacred Heart of Los Angeles together with a dedicated and fully-qualified staff. It serves children from grades one through eight. We are part of the large School System of the Archdiocese of Los Angeles, and are certified by both the Western Association of Schools and Colleges, and the Western Association of Catholic Schools.

As a Catholic school we stress the values and the morals that are part of our religion. We seek to develop in our students a knowledge, love and practice of our faith as we guide them toward living out these principles in the classroom and with their peers in view of enabling them to continue being committed, well educated Catholic adults.

CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their children.

It shall be an express condition of enrollment that the students and parents/guardians shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

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

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

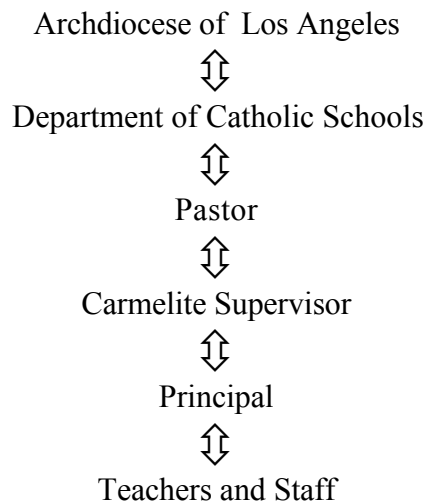
- Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.
- Any parent/guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school

premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.

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

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning.

ORGANIZATIONAL CHART



SCHOOL PERSONNEL

Administrative

The PASTOR determines the policies of the school according to the needs of the parish, in harmony with the Archdiocesan School Board.

The PRINCIPAL directs the educational program and is the ordinary administrator of the school.

The VICE PRINCIPAL assists the administration in the supervision of the school and exercises the authority of the Principal in her absence.

Instructional

The RELIGIOUS FACULTY is comprised of the Carmelite Sisters of the Most Sacred Heart of Los Angeles. The Sisters are engaged in teaching, the care of the sick, retreat work, day care centers, and the care of the aged.

The LAY FACULTY comprise an integral and important part of the faith community within our parish school.

The TEACHER AIDES enrich the school program by taking care of some of the non-professional duties and by supplementing and reinforcing the work of the teachers by tutoring and working with small groups.

The COMPUTER LAB AIDES further enhance the school program by giving supplementary enrichment and remedial lessons. They also help the students to become "computer literate."

The PHYSICAL EDUCATION TEACHER provides a program of calisthenics and games according to the grade level of the students. He/she determines a trimester grade for the report card for each child.

The COACHES are responsible to the principal and athletic moderator. They supervise the children participating in after-school sports and help mold their behavior during the stress of competition. They are models for aspiring athletes to imitate.

Non-Instructional

The SECRETARY is responsible to the Principal for the efficient operation of the main office, and for the performance of all secretarial, clerical, and receptionist duties related to the Principal's office. The secretary is on duty throughout the school day. An authorized person will serve in her absence.

The HEALTH CHAIRPERSON is directly responsible to the principal, works together with the Health Department, and correlates and schedules the various health activities. He/she supervises those who assist him/her. It is also the duty of this person to be sure that all health records are kept up-to-date.

The YARD SUPERVISOR is directly responsible to the principal. He/she supervises the children during lunch and recess. He/she has the same authority to correct and handle problems as other members of the school staff.

The LUNCH CHAIRPERSON is directly responsible to the principal. He/she coordinates the student kitchen and supervises the other workers who assist. He/she is responsible for ordering the food and supplies and for making the weekly reports and inventories.

The CUSTODIAN maintains the school plant in a safe, clean and attractive condition according to health and safety codes.

PTC BOARD MEMBERS AND CHAIRPERSONS act in an advisory capacity to the school and provide both financial help as well as auxiliary and enrichment services to the school.

CONSULTATIVE SCHOOL BOARDS AND PARENT ORGANIZATIONS

It is expected that each Catholic elementary school will establish a Parent Teacher Organization and a Consultative School Board. Both groups exist to support the school and are critical to the school's viability, but they have very different functions.

Parent Organizations

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

Financial operation of a parent teacher organization shall be governed by the regulations for financial operations as found in the Parent Teacher Organization Bylaws (Administrative Handbook).

Consultative School Boards

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

The membership of the Consultative School Board should include the pastor, principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic

and local business community, and area educators. Under Canon Law and Archdiocesan guidelines (Administrative Handbook for Bylaws), the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998).

The regional supervisor at the Department of Catholic Schools is available to assist and guide schools in the implementation of a Consultative School Board.

SCHOOLWIDE LEARNING EXPECTATIONS

A student of Saint Joseph is a holistic person who:

Spiritual:

1. Fosters Christian values of compassion, tolerance, justice, and respect for the dignity of life in all stages.
2. Receives the Sacraments regularly.
3. Articulates basic Catholic beliefs as expressed in the *Catechism of the Catholic Church*.
4. Is a faithful Catholic who has knowledge of Church teaching and practices.

Academic:

1. Possesses a mastery of content area(s) as stated by Archdiocesan standards and benchmarks so as to communicate effectively, to listen actively, to think critically, and to solve problems independently and collaboratively.
2. Can effectively distinguish different points of view in reading and writing.
3. Develops a strong sense of leadership through his/her Christian and academic values.
4. Expresses originality to convey understanding of subject area(s).
5. Has developed organization, study, and research skills, allowing the student to follow directions, demonstrate responsibility, and accomplish goals.
6. Is creative and is developing a life-long appreciation for the Arts.
7. Has a grasp of up-to-date technologies and how to apply them to his/her education.

Citizenship:

A. Intellectual:

1. Faces challenges and perseveres in attaining realistic goals.
2. Is aware of current and world events and their effect on life and actively responds.

B. Physical:

1. Has an understanding of physical health, including proper diet and hygiene.
2. Recognizes the importance of good health choices.
3. Possesses and demonstrates sportsmanship.

C. Social:

1. Develops a solid sense of self-esteem and self-discipline that is reflected in social behavior.

2. Works cooperatively, demonstrating tolerance and respect for all.
3. Displays responsibility and leadership.
4. Understands his/her heritage and appreciates and respects the cultural diversity in society.
5. Is “other” oriented and actively involved in the larger community.
6. Understands his/her basic civic responsibilities of a citizen.
7. Resolves conflicts peacefully.
8. Analyzes, considers alternatives, and makes good, effective moral choices

Daily Schedule

7:50 a.m.	Supervision/Yard Duty begins
8:00 a.m.	First bell for line-up
8:03 a.m.	Opening Exercises (students are considered late if not in line by 8:03 a.m.)
10:30-10:45	Recess (entire school)
12:20-12:50	Lunch: Grades 1- 4
12:50-1:20	Lunch: Grades 5-8
3:10	Dismissal Tuesday – Friday; supervision ends at 3:30* (teachers take students to Community Center)
2:00	Dismissal Mondays; supervision ends at 2:20* (teachers take students to Community Center)
2:30	Faculty meetings on Mondays

*Parents/Guardians picking up their children after this time will incur a fine of \$5.00 per child.

Minimum Day Schedule

12:30 Dismissal; supervision ends at 1:00 (students do not bring lunch)

Holy Sacrifice of the Mass: Fridays

Confession: 8:45am Tuesdays

Trim/Starts	*Prog.Reports	Imp.Notices	End/Trim	Conferences
8/25 (1st)	10/6	11/3	11/18	12/1-2
11/26 (2nd)	1/16	2/17	3/3	3/9-10
3/4 (3rd)	4/28	5/11	6/5	none

*Progress Reports are given to all students; Improvement Notices are given only to those children who need to improve.

ARCHDIOCESE OF LOS ANGELES "ZERO TOLERANCE POLICY"

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

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

Any parent or guardian who is a registered sex offender must contact the principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy.

As members of the Archdiocese of Los Angeles community, we want to assure that we are in compliance with both Megan's Law and our "Zero Tolerance Policy."

SAFE ENVIRONMENT TRAINING FOR CHILDREN AND YOUTH

Each school and religious education program must establish an ongoing safe environment training program for the children at its site. Home-based materials must be provided to all parents to help them understand and support their children's education regarding child sexual abuse. The approved programs include **Good-Touch/Bad-Touch®** and **VIRTUS® Teaching Touching Safety** (*Mandated September 1, 2006*).

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

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

The Archdiocesan Office of Safeguard the Children will work with principals at the schools and Directors of Religious Education in the parishes to establish these programs. During the 2007-2008 year, training is expected to reach most of the children in the Archdiocese of Los Angeles. Questions concerning this program can be forwarded to Sister Mary Elizabeth Galt, B.V.M., Chancellor, Coordinator of Children's Programs at 213 637 7460.

GUIDELINES FOR ADULTS INTERACTING WITH MINORS AT PARISH OR PARISH SCHOOL ACTIVITIES OR EVENTS

Revised August 20, 2007

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations. **Please review the following guidelines and sign the "Acknowledgment of Receipt" for the file at the parish or parish school where you work or volunteer.**

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent.
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Staff members/faculty/volunteers must avoid assuming the role of a "father or mother figure" which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol,

may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.

- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows.
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian.
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.
- Parent/guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not these requirements.

BOUNDARY GUIDELINES FOR JUNIOR HIGH AND HIGH SCHOOL YOUTH WORKING OR VOLUNTEERING WITH CHILDREN OR YOUTH

Revised August 20, 2007

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

Code of Conduct for Student Workers/Volunteers

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

As a student volunteer I will:

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

As a Student Volunteer I will not:

- Endorse, during my ministry, any view contrary to the teachings of the Catholic Church.
- Commit an illegal or immoral act.
- Smoke or use tobacco products.
- Use, possess or be under the influence of alcohol or illegal drugs at anytime while at work or volunteering.
- Verbally threaten or physically abuse anyone.
- Use profanity in the presence of children/youth.
- Use discipline that frightens or humiliates a child/youth.
- Touch a child/youth in a sexual, overly affectionate or other inappropriate manner.
- Sexually harass, request sexual favors from, or make sexually explicit statements to anyone.
- Place myself in a situation where my interaction with a child/youth cannot be witnessed.

- Participate in private visits, parties or other activities with the children/youth unless approved by my supervisor.
- Accept gifts from or give gifts to children/youth in my care without approval from my supervisor.
- Tolerate inappropriate or bullying behavior by a child/youth towards another child/youth.
- Fraternize with minors over the internet or through other forms of communication.

We, the undersigned, have read and understand the Archdiocese of Los Angeles *Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth* and will abide by them at all times. We also understand and agree the parent/guardian will be notified at the time of any infraction requiring dismissal from any work or volunteer assignment at the school or parish or other setting where the student is working or ministering, and that he/she will be sent home at the expense of his/her parent or guardian.

Print Name of Youth: _____

Work or Volunteer Position: _____

School or Parish: _____

Signature of Youth Volunteer: _____

Date: _____

Signature of Parent/Guardian: _____

Date: _____

Signature and Title of Witness: _____

Date: _____

PARENT/STUDENT COMPLAINT REVIEW PROCESS

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

School Level

The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.

If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).

For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.

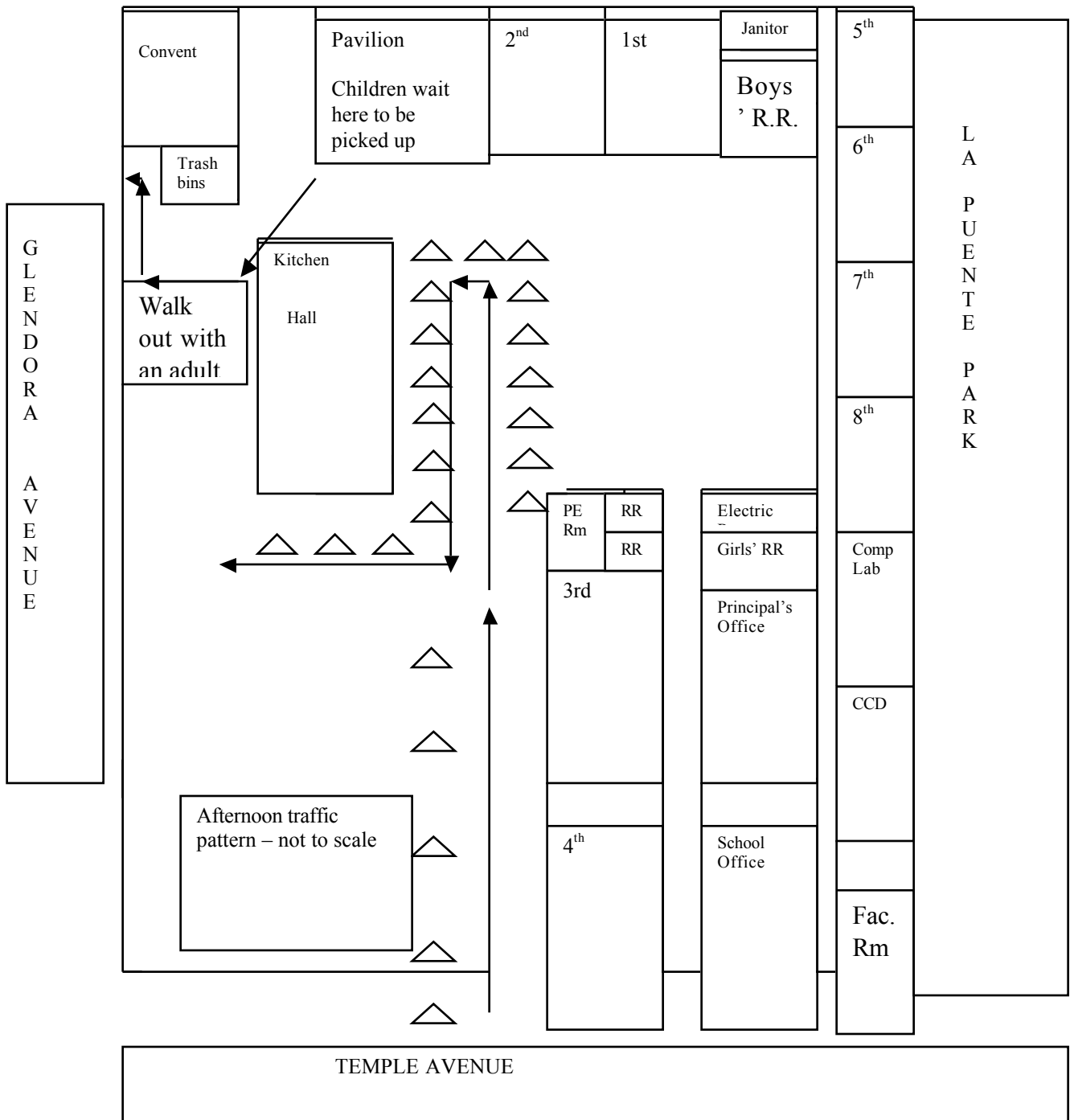
After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

Department of Catholic Schools Level

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

SAINT JOSEPH SCHOOL MAP

La Puente Park



B. ADMISSION AND ATTENDANCE

GUIDELINES FOR ADMISSION

- Preferences shall be given to active members of the parish.
- Under Archdiocesan guidelines for financial considerations, the optimum number of students per classroom is thirty-five (35).
- The recommended age for kindergarten students is five (5) years of age on or before September 1, but required by December 1.
- The recommended age for first grade students is six (6) years of age on or before September 1, but required by December 1, unless waived by the principal.
- All students must comply with current California immunization and health requirements prior to enrollment.
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to serve the educational needs of all students.
- The pastor and principal will review a students' continued eligibility for enrollment in the parish school.

SCHOOL STUDENT NON-DISCRIMINATION POLICY

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

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

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

INCLUSION PROCEDURES

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

ABSENCE

It is Archdiocesan policy that "when a pupil has been absent, a written excuse signed by the parent or guardian is required, and these must be kept on file until the end of the official grading period." For your child's protection, we ask that you call the school before 8:45 a.m. (626/336-2821) whenever he/she is absent. However, a written excuse from the parent is still required when the child returns in order for him/her to be admitted to the classroom. This note should be written clearly on suitable stationery, should include the date(s) of the absence, and must be signed by the parent or guardian. Any questions about absences and tardies should be brought to the attention of the teacher within one week of the distribution of report cards.

School work missed due to illness is to be made up within a period designated by the teacher. **It is the responsibility of the student to approach the teacher to request this make-up work.** Calls can be made to the school office requesting homework; these assignments can be picked up *at the end of the school day*. For absences of 15 days or more, the report card may be withheld until the lessons are completed.

Vacations are not excusable absences. This type of absence may seriously affect a child's learning and grades. Parents are reminded that teachers cannot give permission for vacation and that they cannot give advance work.

TARDINESS

Archdiocesan policy states that a student is tardy if he/she arrives after the time fixed by the school for the beginning of the morning session. If a child comes to school as late as recess, he/she is marked absent for one-half day. Children arriving late to school must come to the office, together with the adult that drove them; the adult must "sign them in". Getting to school on time teaches the child responsibility. Tardiness is reflected in the child's report card grades. Multiple tardies or absences may result in retention.

SCHOOL OFFICE

The School Office is open from 8:00 a.m. until 3:30 p.m. Parents may leave messages on the answer machine if the secretary is unable to answer the phone or if the office is closed. Out of consideration for the school secretary, please consult your calendar for early dismissal days, church days, etc. so that your children do not have to call home for someone to pick them up. Please be sure that your child is in proper uniform and has all required supplies to eliminate the need to call home.

All visitors must report to the Office before entering a classroom or the school grounds. This includes parents. For the safety of your children we need to know who is on the campus at all times.

Please do not stop teachers in the yard or grab them on the spur of the moment for a conference. Usually at these times, teachers are supervising children and do not have the appropriate amount of time nor attention to address any of your concerns. Teachers are happy to make appointments through the school office. Please call ahead of time for a desired appointment. Please do not attempt to discuss **anything** with a teacher while she is teaching, or on the way to class after Morning Exercises.

EARLY DISMISSAL

Dismissals for medical and dental appointments or for other serious reasons may be granted when a request is made. These requests are to be submitted in advance to the teacher. Early dismissal requests are filled out by the School Secretary or Principal and are signed by the responsible adult before the child leaves the school. The time spent in treatment--when a note is signed by the doctor--is legally credited as attendance. It is preferable, however, that medical appointments be made outside of school hours. Children returning to school from an appointment need to report to the office before going to class.

LUNCH HOUR

All students are to eat in their assigned area. It is hoped that each child will, during this period, eat a balanced lunch and practice proper eating manners. The children will clean their own eating area, as they would be expected to do at home. Students in each class take turns in assisting with general clean-up.

In order to avoid unnecessary interruptions to classroom, please make every effort to provide your child with lunch before he/she leaves for school. If, however, on the ***rare occasion*** that you must bring the lunch later, please write your child's name and grade on the outside of the bag and deliver it to the school office. Lunches are not to be taken directly to the classrooms or lunch area, nor are children to go to cars to receive them. Remember, too, that your child can always get lunch from

the *St. Joseph Table* or share with a friend if he/she forgets to bring a lunch once in a while. Food high in sugar should be avoided, especially for students in the younger grades. Fast food lunches are not permitted.

MESSAGES TO STUDENTS

In case of emergencies, please leave messages for students in the school office. Classroom instruction is not to be interrupted.

TELEPHONE USE

The office telephone is for the use of the principal and staff. It is to be used only in cases of emergency by parents and children. Students are to make previous arrangements for after-school sports or other activities. They may not use the office phone for forgotten items such as books, homework, PE clothes, projects, permission slips, snack money, etc.

MONTHLY BULLETINS

A monthly bulletin will be sent home in a returnable envelope with the oldest child in your family. This will acquaint you with important dates and events which will take place during that month. The information in these bulletins is very important. New or modified policies are given in these bulletins which can supersede those stated in this handbook and to which you will be bound. Please post the bulletin at home so that reference can be made to it frequently. The envelope is to be signed and returned the following school day.

WORK PERMITS

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

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

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

PRIVACY AND ACCESS TO RECORDS

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

Pupil Records

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

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

Parents and legal guardians of minors have the absolute right to access their child’s pupil records in accordance with the school’s reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

Directory Information

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

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

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

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

TRANSFER OF RECORDS

Student Transfers and Graduation

When moving or transferring out of Saint Joseph School, sufficient written notification is to be given to the School Secretary or Principal. Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record shall be transferred by the former school upon a request from the school where the pupil intends to enroll. The original Cumulative Student Report will remain at the school.

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

Official transcripts are not given to students or parents.

Damaged or Loaned Property

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

STUDENT INSURANCE

The student insurance program is provided for all full time students in Archdiocesan schools. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school or while participating in a

school sponsored and supervised activity, including school sponsored sport and extended day programs.

C. ACADEMICS AND CO-CURRICULAR ACTIVITIES

CURRICULUM

Beginning in grade one and continuing through grade eight, the adopted curriculum in the Archdiocese of Los Angeles includes instruction in the following areas:

Religion	Mathematics	Music
Family Life	Science	Handwriting
Social Science	Spelling	Health/AIDS/Drug Education
English	Safety	Physical Education
Reading/Literature	Art	Computer

MASS ATTENDANCE

The official Archdiocesan policy expects parents to attend Mass *weekly* (Sunday or Saturday evening) with their children, and to see that their children experience the sacraments on a regular basis. Parents are the primary religious educators of their children. The students have an opportunity to assist at the Holy Sacrifice of the Mass every Friday. (During weeks with a Holy Day of Obligation, the school attends Mass with the Parish at the designated time; school officially starts at 8:00 a.m. on that day. There will be no school Mass on Friday of that week.) Each class takes a turn preparing the liturgy one Friday during their assigned month. We invite parents to join us. The Friday Mass **does not** satisfy the Sunday obligation. The *Stations of the Cross* is prayed every Friday in Lent. You are invited to join us then also.

In order to give the children the opportunity of helping others in need, a collection is taken up at the school Masses. This is strictly voluntary. The money will be given to charity.

The following list of liturgical reminders compiled by Bro. Geno Fernandez of the Congregation of the Holy Cross will contribute to the spirituality and the liturgical spirit of the Mass:

1. Clothing should be appropriate, especially for Sunday and Saturday evening Masses. Immodest clothing and, generally speaking, clothing suitable for manual labor or playing sports is not appropriate.
2. Arrive on time for Mass; if early, spend time in prayer or reflecting on the day's Bible readings and prayers from the Missalette.

3. During the Profession of Faith, bow during the words: "By the power of the Holy Spirit, He was born of the Virgin Mary, and became man."
4. When approaching to receive Holy Communion standing, it is important to bow slightly or make the sign of the Cross when the person in front of you is about to receive.
5. When receiving Holy Communion in the hand, extend one hand out with the other hand directly underneath, step aside after you receive the Host, and then immediately and reverently consume the Sacred Host.
6. When receiving Holy Communion from the chalice (cup), place your left hand under the chalice and your right hand in the middle. After drinking, return the chalice directly to the minister of Holy Communion.
7. Parents receiving Holy Communion may bring younger children with them for a special blessing from the priest.
8. Do not leave before the end of Mass. Wait until the ministers have left the sanctuary.

CONFESSIONS

It is the responsibility of the students and parents to receive the Sacrament of Penance regularly. Here at St. Joseph the opportunity is available every Saturday afternoon and evening, and the Thursday before the first Friday of the month (check bulletin for times). The students also have the opportunity to receive the Sacrament approximately every six weeks. Parents are encouraged to assist the children in preparing for this and to provide other opportunities to receive the Sacrament as a family, especially during Advent, Lent and vacation.

TEXTBOOKS

All texts are to be properly cared for. These are to be covered during the first week of school as part of the child's homework assignment. The only writing on the cover is to be the child's name, grade, school, and subject. Fines will be levied for books that are damaged or written in up to the price of the book. Lost books must be paid for in full. Fines are levied for books that are not covered.

SUPPLIES

School supplies are to be brought to school by the date specified by the teacher. Pens, pencils and paper are to be brought on the first day. Please instruct your children to let you know when they are running low on supplies so that they will be able to do all of their work properly and also not 'take advantage' of friends. Students will be asked to bring extra supplies or to replenish those that are depleted during the year.

HOMEWORK ASSIGNMENTS

The purpose of homework is to reinforce material already taught and to foster habits of independent study. These assignments are given in all grades every night, with the possible exception of Friday. The time allotment for each grade differs, but is usually according to the following

Grade 1 – 2 = 45 minutes Grade 3 – 4 = not more than one hour
Grade 5 – 6 = 90 minutes Grade 7 – 8 = not more than two hours

Students in grades 3-8 are expected to have a student planner (bought from school) in which to copy all their homework assignments each day. Parents should check this book or the weekly homework sheet (grades 1-2) so that they know what is to be done. This will include reminders of tests, PE days, meetings, etc. Parents may help guide the homework by insisting on neatness, completeness, and the following of directions. Good study habits are very important and should begin in elementary school.

Parental help should be given in the form of checking the quality of the work and assisting younger children with the dictionary, etc. , providing a set quiet time and place to study with no outside distractions such as TV and radio. *Do not* give answers or prod the students. Homework completed alone is the teacher's check on the student's understanding of the classroom instruction. Homework done by someone else is cheating, and both the student and the teacher get a false picture of mastery of concepts.

Teachers are not responsible for providing work for students who go on vacation. This is done only in the case of prolonged illness.

CONFERENCES

Parents who would like a conference with either the teacher or principal should send a note requesting a day and time, or call the school office to have an appointment set up. Parents should discuss any concerns with the teacher first before contacting the principal. They should not discuss any problems or conflicts with a person not involved. Our school is more peaceful for practicing this principle because problems get solved at the lowest possible level, and with the person about whom the complaint was lodged. If a complainant does not want to face the source of the problem, the complaint may well be unjustified. Please be sure to make an appointment with those involved in the matter at hand. Teachers are not involved in tuition matters; please see the secretary or principal if you have a concern in this area.

INTERPRETATION OF GRADES

Grades 1 - 3:

E ----- Student consistently shows superior mastery of the concept; is able to understand and follow directions, both oral and written; is able to work independently when required; begins and completes work on time; is almost always accurate with answers.

M ----- Student shows mastery of the concept; follows directions with minimum of supervision.

T----- Student needs more time to master the concept.

Grades 4 – 8:

A ----- Student consistently does high quality work; has a wide range of vocabulary at command; takes an active part in discussions; is prompt, neat, and thorough; has an extraordinary ability in handling subject matter under consideration; is almost always accurate with answers; is rarely absent from class.

B ----- Student has better than average ability; is careful in complying with assignments; takes an active interest in class; participates frequently; is neat, prompt, and thorough in most work.

C ----- Student manifests average mastery of assigned material; does what is **required**; is reasonably prompt and thorough; is neat and usually accurate; has the ability to apply the general principles of the course.

D ----- Student sometimes does what is required; has irregular attendance; is unable to master full content or apply skills; lacking in thoroughness; tardy with assignments; turns in incomplete and often messy, inaccurate work.

F ----- Student does less than what is required; is inattentive in class; is incapable or unwilling to master assigned tasks; seldom applies anything outside the lesson; almost always tardy with work; retains only fragments of the principles of the course.

Effort:

A Student listens attentively; contributes to discussions and activities; works according to ability; consistently works independently, accurately and neatly; completes assignments as directed; applies skills learned; accepts and practices suggestions for improvement; is responsible; consistently shows initiative.

B Student satisfactorily shows the above qualities.

C Student manifests difficulty in attempting to fulfill the basic requirements.

D Student seldom attempts to fulfill the basic requirements.

F Student refuses to fulfill the basic requirements.

Conduct:

- A Student anticipates routine procedures; is always alert; respects authority; accepts responsibility for actions; obeys rules; has good attendance record, is rarely tardy, consistently responds to correction; shows courtesy, care and concern; respects self, others, and the property of others; is trustworthy without being supervised.
- B. Student frequently shows the above qualities.
- C Student repeatedly needs to be reminded about the same thing; basically cooperative, but has areas in which definite improvement is needed; usually kind and respectful; usually observes rules and policies.
- D Student is frequently lacking in the above areas.
- F Student refuses to fulfill the basic requirements of good behavior.

GRADING SCALE EQUIVALENTS

(Mandated by the Archdiocese of Los Angeles, April, 1998) Grades 4-8

A	(93-100)
B+	(90-92)
B	(87-89)
B-	(85-86)
C+	(80-84)
C	(75-79)
C-	(70-74)
D	(65-69)
F	(64 & below)

The criteria for grading includes not only accuracy of work, but quality of work (presentation and neatness) as well. Some grades may also require discussion and participation.

RETENTION POLICY

When considering a child for retention, the following must be observed:

1. The teacher will notify the principal as soon as he/she feels that this will be in the best interest of the child.
2. Parents will be informed at a conference.
3. Consistent Ds or Fs in at least two major subjects must be evident and documented by written grades of tests and assignments.
4. The final decision must be put in writing on the form provided by the principal, and signed by the teacher, the parent, and the principal.

FIELD TRIPS

One field trip of educational and/or cultural value that is directly related to the curriculum may be taken by each grade during the academic year. Field trip permission forms will be sent home prior to the field trip giving the date and times, the place to be visited, and the mode of transportation. Parents are to sign and return the form, if they give permission. No student may go on a trip without the signed consent of a parent or guardian. Verbal consent over the phone cannot be accepted. Field trips are part of the students' curriculum, therefore no student should be prevented from taking part without a serious reason.

The school uniform is usually worn. Other clothing is permitted for certain trips at the discretion of the principal.

Parents who wish to volunteer to drive students on a field trip, must give the school a copy of their valid driver's license, car insurance, and car registration.

Cars must have a working seat belt for each child in the car. (These occasions are rare, as the students are usually transported by bus.)

GOVERNMENT PROGRAMS

This school currently participates in the Title I, IV, and Title V programs.

COMPUTER PROGRAM

Every student receives a weekly time allotment for work in the computer lab. Students are introduced to computer literacy, and may work on programs which either enrich or remedy skills.

WRITING TO READ PROGRAM

The WTR program is an integral part of the language development program for first grade. The program includes computer use as well as writing and listening centers to develop language and reading.

LIBRARY

Each classroom is well stocked with library books that the children may use at any time. We encourage the use of the public library for all grades.

AWARDS

End-of-Year Awards assemblies are held in June for students in Grades 1-8. Students in grades 4-8 are eligible for academic subject awards at the end of the year. Students in the younger grades should be well trained in the development of good study habits and social habits before attempting to compete academically. The following awards are given on a trimester basis:

Christian Citizenship (gr 1-8): B+ or better in Homestudy, Conduct and Effort

Perfect Attendance (gr 1-8): No absences or tardies all trimester/year

Honor Roll (gr 4-8): B+ or better in all subject areas, and B+ or better in Homestudy, Conduct and Effort

GRADUATION

Graduation from Saint Joseph School indicates that a student has successfully completed the course of studies offered here. It is not an "automatic" ceremony. Therefore, we encourage our students to 'be their best' right up to the final days.

The following policy applies to our 8th grade students**:

1. Any D *or* F grades will prevent the student from taking part in the graduation privilege ceremony.
2. Anyone receiving an F for the year in a subject will not participate in the ceremonies and will have to make up this work in summer school before receiving a diploma.
3. Anyone receiving multiple Fs, resulting in an average of 64% or below will not graduate and will have to attend another school before advancing to high school.

**Every effort will be made to find out the reasons for the low grades and to help the student improve. The above applies when the situation has not improved..

REPORT CARDS

Report cards are issued each trimester. These report cards are given out during a parent/teacher conference at the end of the first and second trimesters. Appointments are made for the early afternoon during the days assigned. Parents are asked to get the necessary permission from their work so that they can be prompt for these appointments. Governor Wilson signed a bill into law allowing employees to take up to 40 hours unpaid leave time annually in order to participate in their children's school activities. The law took effect on January 1, 1995. This law makes it easier for you to come for the conferences as needed.

Report cards are distributed to students directly at the end of the third trimester unless there is a request to do otherwise.

Families are asked to complete all school payments by the end of the school year. Families who are behind in financial obligations (tuition, fund raising, late fees, service hours) may have to pick up the report card(s) from the Principal's office.

PROGRESS REPORT & RECOMMENDATION FOR IMPROVEMENT

All students receive a *Progress Report* about five weeks after the beginning of the trimester. A Recommendation for Improvement notice is sent home at least three weeks prior to the end of the grading period to each student who may be in danger of receiving a grade lower than a C- in any area. Parents are asked to sign and return both of these forms to the teacher within two days. The

parent or the teacher may wish to request a conference in order to discuss means to help the child make the necessary improvements.

CONDUCT REFERRAL

In order to assist parents in "keeping on top" of what is happening in school, teachers may send a *Conduct Referral Notice* to the parent when it is deemed appropriate or necessary for their child. These notices keep parents informed of any potential problems before they become bigger difficulties so that parents and teachers can work more closely together for the benefit of the child.

STUDENT ACTIVITIES

In September, the students may request a *Club Sign-up* sheet. Two or more services (excluding the Sports Program) are required for Honor Roll. With parental permission they may sign-up for any of the following activities :

- | | | |
|--------------------|------------------|--------------------|
| 1. Altar Servers | 5. Honor Roll | 9. Student Council |
| 2. Choir | 6. Lectors | 8. Safety |
| 3. Disaster Drills | 7. Play Monitors | 10. Sports Program |
| 4. Ecology | | |

Altar Servers: The Altar Servers provide a service to both Church and School by serving at the altar on weekdays, Sundays, and at special liturgies. Students in grades 6-8 are eligible for this service. They should strive to be an example through their good effort and conduct and show themselves cooperative and zealous in their duties. (Serving at the Friday school Mass does not count for service points.)

Choir: Students are encouraged to participate more actively in the Liturgy by praising God through sung prayer. The various occasions for which the choir sings include Sunday Mass, Christmas, Holy Week Services, Easter, Graduation and other special occasions. Practices are held once a week and on extra days as needed. Students in grades 4-8 may join. This is an excellent opportunity for students to share and develop their talents and interests. It encourages social responsibility and self-growth, as well as service to the Church.

Disaster Drills: Team members assist in fire and earthquake drills. Students get an excellent opportunity to work cooperatively as a team, to develop responsibility and to give service to their school. Students in grades 7-8 are eligible.

Ecology: Committee members help supervise and maintain a clean campus. They check the lunch area daily and inform classes if their area is not clean. This is an excellent opportunity for students in grades 6-8 to develop leadership responsibility; it builds pride in the school and teaches all students how to work together.

Honor Roll: Through the Honor Roll, students are given the incentive to seek the highest goals of which they are capable. The students are given a responsibility where they give example as well as service to the school. To be eligible for Honor Roll, students in grades 4 (beginning in the second trimester) through 8 must maintain a B+ average in all subjects, and a B+ in Conduct, Effort and Homestudy. (Handwriting grade is not counted, but it will disqualify the student if it is a D+ or below. Two service credits for students in grades 5, 6 and 7, three in 8th grade, grade four is required to have one service credit) are required through designated Christian service (see above) done **consistently** each trimester. It is the student's responsibility to request an Honor Roll application.

Lectors: Students have the privilege of participating in a more active manner in the Eucharistic liturgy by proclaiming the Word of God. This service is open to students in grades 6-8.

Play Monitors: These may be students in grades 5-8 who are interested in supervising the play activity of primary grades during recess along with the regular adult supervisory personnel. They work with the teachers and students to foster good sportsmanship and to help guide the younger students in relationships with peers and appropriate play behavior.

Safety: Members may be students in grades 7 and 8. They are actively involved in the school safety program. They are responsible for setting out the cones in the parking lot in the morning, and in the afternoon before dismissal. They also see that students and adults follow safety procedures.

Student Council: The Council consists of an Advisory Board and a Board of Commissioners. The Advisory Board consists of a School President, Vice-President, Secretary, and Treasurer, along with Homeroom Presidents from grades 4-8. The Board of Commissioners consists of representatives from service organizations. The homeroom officers are the President and Vice-President. The eighth grade class president will represent and share with first grade. The seventh grade president will represent and share with second grade. The sixth grade president will represent and share with third grade.

The purpose of the Student Council is to promote good citizenship, foster a spirit of unity, encourage a high standard of scholarship, demonstrate the practical application of democracy, train its members in leadership, and advance the welfare of the school and its members in every possible manner, especially in Christian brotherhood.

Sports Program: An optional school sports program, under the supervision of the principal and the direction of competent adult coaches may be conducted outside the schedule of the regular school day. It does not replace the required PE time allotment.

The purpose of the Sports Program is to assist the moral and physical development of our students through athletic skill development and experience gained through participation. Any boy or girl who is in the 6th, 7th, or 8th grade and has the permission of his/her parents is eligible to try

out for sports sponsored by the school. Before the beginning of any season, a permission slip is sent home. Students who participate must be able to handle both the scholastic and athletic programs.

The rules and policies of the Catholic Youth Organization Athletic Program (CYO) will be followed. Emphasis is to be placed on good sportsmanship and proper conduct at all times, team spirit, respect, responsibility, and gracious acceptance of both victory and defeat.

All spectators from St. Joseph attending games shall model good sportsmanship. In the event of misconduct (abusive language, unnecessary heckling, etc.), it is the responsibility of the game official under CYO to give notice to the Athletic Director or coach to silence the spectator. *Should this prove to be ineffective, the official has the power to end the game and give the victory to the other side.*

Team members are to obey their coaches and cooperate with them at all times. Practices which imitate high school or professional sports are to be avoided. Students are to play only for the St. Joseph School team. Being a member of another team outside the school will disqualify them, since they cannot possibly comply with the demands of two teams.

Team members will pay a participation fee to be determined by the principal and athletic moderator. This fee is to help defray the costs of the program (which include referee fees).

Siblings may not stay after school while members are practicing as there is no supervision available. Coaches cannot supervise non-team members.

ELIGIBILITY

In order for students to participate in after school sports, he/she must maintain a grade of C or better in all subject areas as well as a B+ or better in Homestudy, Conduct and Effort.

If a student receives a grade lower than a C in the first trimester report card, he/she may not participate or try out for an after school sport until second trimester grades are posted. Special circumstances will be discussed between the teacher, athletic director and principal.

CODE OF ETHICS

1. Cuts may be made only when the number of players exceeds the number a coach can effectively supervise and transport. (CYO Handbook)
2. Players who have made a team's roster must participate in every game with a reasonable amount of playing time, provided the player has met the coach's expectations with regard to practice and self-discipline.

3. The coach must establish high standards of conduct and behavior and tolerate nothing else. These high standards for the team, the school, the coach and the parish cannot be compromised in order to win. The tradition of good sportsmanship must be a prime objective for everyone. The coach must set the climate of behavior for the team and spectators. The coach must demonstrate through his/her own behavior that he/she values self restraint, fair play and sportsmanlike conduct, while in no way lessening the importance of his team striving for their personal best.
4. No coach shall use profane, obscene, vulgar or abusive language at any time.
5. No coach shall be guilty of discussing publicly with spectators in a derogatory or abusive manner any play or decision, or his/her personal opinion of the officials during or after the game.
6. No coach shall in any way or manner, either physically or verbally, abuse any player at any time.

YMCA SPECTATOR CODE

1. Remember that children play organized sports for their own fun. They are not there to entertain you, and they are not miniature pro athletes.
2. Be on your best behavior. Do not use profane language or harass players, coaches or officials.
3. Applaud good plays by your own team and the visiting team.
4. Show respect for your team's opponents. Without them there would be no games.
5. Never ridicule or scold a child for making a mistake during a competition.
6. Condemn the use of violence in all forms.
7. Respect the officials' decision.
8. Encourage players always to play according to the rules.

DESIGNATED DRIVERS

In order to transport students involved in after-school sports, each driver must submit the original insurance information (quarterly, as applicable), vehicle registration, and valid driver's license to the school. These documents will be copied for the school file and originals returned. The vehicle must have a working seat belt for each person, and the belts must be used appropriately. Students may not ride in the bed of a pickup or camper.

PARENTS' RIGHTS THROUGH THEIR LOCAL SCHOOL DISTRICT

By Federal and State Law, a family's local school district (the one in which they live) must provide certain services for special students. This includes many cases of social, health, physical, or academic disabilities. Also, by law, Saint Joseph School is not directly involved in the process, but we can attempt to provide information upon request.

It should be stated that the law puts the obligations on the district even if your child is enrolled in a Catholic private school.

The United States Supreme Court also has ruled that private schools are entitled to certain services through Title I and Title V (formerly Chapter I and Chapter II respectively) for reading, academic teaching, and library services. Saint Joseph School takes advantage of these programs.

FAMILY UNITS

The entire student body is grouped into Family Units with an eighth grader as the head of the Unit and a seventh grader as assistant head. The units consist of one or two students from each grade.

END-OF-YEAR SERVICE AWARD

In order to qualify for the end-of-year service award, students must be consistently involved in the services they signed up for at the beginning of the year. They may drop a club before the fourth week of September if they realize they have taken on too much. Students must serve the entire year to be eligible for the award. The sports program is not a school service program, so does not qualify for the award.

D. SCHOOL DISCIPLINE

CATHOLIC SCHOOL DISCIPLINE

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

EVIDENCE OF DISCIPLINE

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

PERSONAL APPEARANCE

1. SCHOOL UNIFORMS: All students are to be in full uniform each day including the first day of school. Please refer to the current uniform list. Only uniform clothing purchased from Botana & Gomez Uniform Company and the PE uniform from other designated sports companies. Uniform sweaters are for use in the classroom; jackets are for outdoor use. Please **mark** all parts of the uniform with the complete name of your child. School jackets **must** have the school emblem and be embroidered with the first initial and last name, or just the last name if you have more than one child and would like to pass the jacket down.
WALKING SHORTS – Optional – used only in warm weather in the months of August – October & May and June.
2. PE CLOTHES: All students are expected to have the appropriate uniform for PE. This consists of royal blue shorts and a blue T-shirt with the school logo for both boys and girls. Tennis shoes are worn during PE **only**. In cold weather, gray sweat pants may be worn under the PE shorts.
3. GROOMING:
 - a. **Hair**: Boys are to keep their hair trimmed neatly and evenly in a simple style. No “Gel” should be used on the hair. No "tails' or multi-layered styles are allowed. Hair should be off the collar, clearing the ear and out of the face. Girls should also wear their hair in a simple style--nothing high or extreme.
 - b. **Hair spray**: It is not allowed in school. Because the use of bleaches, lighteners, toners and/or unusual styles tends to lead to a preoccupation with personal appearance. Their use is not considered in keeping with the academic atmosphere necessary in the school.
 - c. **Jewelry**: Girls may wear a single pair of simple ‘stud’ earrings in the ear lobe. For safety and simplicity, dangling and hoop earrings are not permitted. Boys may not wear earrings. Students may wear a simple crucifix on a chain around the neck and under the uniform. One simple ring worn on the ring finger may be worn. **No other jewelry is permitted.**
 - d. **Make-up/nails**: Students may not wear make-up or nail polish to school. These items also tend to lead to a preoccupation with personal appearance to the detriment of the development of academic skills. Clear lip balm for chapped lips is allowed. Nails are to be kept short (no longer than just visible from the back of the fingers), and clean. Girls at this age should not be getting 'nail jobs.' This may involve a misplaced sense of values since it is so expensive. It is not allowed even for May Crowning.

- e. **General:** The length of the girls' skirts should be dignified and modest, no shorter than mid-knee. They are to wear either a full slip, or a camisole (slip top) and half slip. Boys are to wear a plain white T-shirt under their uniform shirt. In colder weather students must wear a school jacket over the uniform sweater, but only outdoors. Girls may wear white or blue tights in cold weather.

If a pupil frequently offends against normal standards of dress, grooming or hygiene, and has been corrected in this regard, the cooperation of the parents will be sought to correct the problem. Lack of improvement is grounds for dismissal of a pupil during the school day.

- 4. NON-UNIFORM DAYS: The purpose of non-uniform dress is to help our students learn to dress modestly, in the attire appropriate to a Christian, and befitting the circumstance for the day designated. This attire may take the form of dressy clothing or casual dress.

Because stores present so many kinds of clothing, and because society is more free in the styles worn for different purposes, the job for parents and teachers is much more difficult. We hope to help parents in this duty by allowing these days and specifying what is appropriate. We expect parents to provide guidance in the type of clothing to be worn so that time is not taken from the curriculum to correct wrong types of attire at school.

DRESSY DRESS DAYS: Clothes must always conform to rules of modesty, good taste, and appropriateness. T-shirts, tennis shoes, and jeans **or** Levi-type pants are not permitted on these days.

Girls are to wear dresses or skirt and jacket sets appropriate for church or a formal party. Casual clothing, pants, skirts or dress with slits, off-the-shoulder or sleeveless tops, scoop fronts or backs are not permitted. Tops must not have slogans, writing, nor pictures on them. Stretch, bike, or ribbed knit shorts/pants sets are never allowed.

Socks must be worn with shoes; shoes should be clean and in good condition. Only 7th and 8th grade girls may wear nylons and low heels (high or spike heels are not good for growing bones).

Boys are to wear long dress slacks, dress shirt and tie, and dress shoes; shirts should not have slogans, writing, nor pictures on them. Jeans, balloon pants, or any faddish attire is not appropriate for a dressy day nor is it permitted. Socks must be worn with shoes; shoes should be clean and in good condition.

Again, clothing is to be in good taste and professional looking, not following faddish trends. Children should be guided to dress appropriately for their age level and not as "mini-adults." As children are allowed to dress, so do they act.

CASUAL DRESS DAYS: Students are to wear long pants; shirts must have sleeves (no brand names, slogans, pictures or other writing); socks. Jeans and tennis shoes are acceptable on these days.

On non-uniform days, students may choose to wear the school uniform.

5. PICTURE DAY CLOTHING. Regular school uniform is worn.
6. VOLUNTEER/PARENT DRESS: Because example is the best teacher, and because we teach Christian values, we expect our parents and/or volunteers to dress appropriately, in a manner befitting the professional atmosphere. It helps greatly to follow the same dress regulations as the students.

PARTIES

The children in all grades are allowed a classroom party just before the Christmas holiday. Any other party would be with the permission of the principal.

Mixed parties involving the students of the intermediate and upper grades, even if held at home, are especially discouraged. Parents are asked to cooperate with this regulation, even though strictly speaking, this matter of parental-sponsored parties is one primarily involving parental control and not that of the school. There are good reasons for this policy involving the recognition of the psychological and social growth levels of children at this age and also the effects of too-advanced and too-much socializing on school behavior. We ask cooperation.

BIRTHDAY TREATS. If they wish (there is no obligation), parents may send a cupcake for each child in the class (after obtaining the permission of the teacher). No other treat may be sent. The students will be given the cupcake on the way to recess, lunch or at dismissal at the end of the day.

OTHER TREATS: Treats on St. Valentine's Day or other special occasions should not be sent. Older children are encouraged to **give younger children a homemade valentine. Teachers normally give the older grades time to do this. We do not exchange other valentines.**

ARTICLES PROHIBITED IN SCHOOL

Only those items needed for classroom use should be brought to school. Items which are hazardous to the safety of others, interfere with school procedures, or are not needed in class will be impounded. Impounded items will be returned to the parent on the last day of school, if requested. Sports items (balls, jumpropes, etc.) are not brought from home. Nor are toys brought from home unless for *Show & Tell* and are used at that time only. Due to the immense interest in Gameboys and other electronically controlled gadgets, they are not permitted to bring these items to school even for *Show & Tell*.

Skates, skateboards, scooters and the like are not allowed at any time at St. Joseph School. Students are not permitted to bring magazines, videos, radios or cassette players to school, unless requested by the teacher for a classroom project.

SUSPENSION AND EXPULSION

CONDITIONS OF SUSPENSION

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

EXPULSION

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

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

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

Procedure for Expulsion

When the reasons for expulsion are purely disciplinary, i.e., when serious moral reasons are not involved, the following steps must be taken:

- A conference must be held with the parents/guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless there is immediate improvement in behavior. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion.
- If there is no improvement in behavior, the final decision will be announced at a second conference attended by the principal, teacher, and parents/guardians. If the parents fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a final decision. The final decision rests with the pastor in consultation with the principal.
- In no case will a teacher on his/her own authority expel a student.
- Full credit will be given for all work accomplished by the student up to the moment of expulsion.

Reasons for expulsion with mitigating circumstances are reasons for suspension. Reasons for expulsion:

1. Actions gravely detrimental to the moral and spiritual welfare of other pupils.
2. Habitual profanity or vulgarity.
3. Assault, battery, or any threat or force or violence directed toward any school personnel or pupils [including play fighting].
4. Open, persistent defiance of the authority of the teacher.

5. Continued willful disobedience.
6. Use, sale or possession of narcotics.
7. Use, sale distribution or possession of any alcohol for beverage purposes on or near school premises.
8. Smoking or having tobacco.
9. Stealing
10. Willful cutting, defacing or otherwise injuring in any way property, real or personal, belonging to the school.
11. Habitual truancy.
12. Possession of weapons or materials that can be used as weapons.
13. Harassment
14. Leaving the school grounds without permission; this includes not going straight home or to the location of after-school care at dismissal.

Written Record

A written record of the steps leading to expulsion must be kept on file with copies of all communications and reports. The following form should be used, one copy kept on file and a copy mailed to the elementary supervisor at the Department of Catholic Schools.

Name of Student: _____

Offense or situation: _____

Date: _____

Parents notified by: _____ Date _____

Remarks: _____

First Meeting:

Place: _____

Time: _____

Persons present: _____

Remarks: _____

Signature(s): _____

Second Meeting:

Place: _____

Time: _____

Persons present: _____

Remarks: _____

Outcome: _____

Signature(s): _____

Cases Involving Grave Offenses

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

When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents/guardians.

Time of Expulsion

- An expulsion may be made immediately if the reasons are urgent.
- Only in exceptional cases shall expulsion of an eighth grade student who has been in the school one or more years be allowed.
- If an expulsion is to take place during the last quarter of the school year or during the last semester in the case of an eighth grade student, prior approval of the Department of Catholic Schools is required before the expulsion can take effect.

If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described below.

Reporting of Expulsions

- All expulsions, even if they occur at the end of the year, are to be reported by telephone to the elementary supervisor at the Department of Catholic Schools within twenty-four hours. The written report, Notice of Dismissal, should be mailed promptly to the elementary supervisor.

The attendance office of the local public school district shall be notified immediately of expulsions. A copy of the *Cumulative Student Record* should be held until requested.

Right to Make Exceptions

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

FINES

A fine (the cost of the book) will be imposed on any child who loses or defaces any text or library book. Other fines are for:

- gum chewing or eating in the classrooms or halls without permission \$1.00
- confiscation of toys, etc. (returned at end of year) - \$1.00 per item
- loss or damage to balls or other games or play equipment - determined by principal
- uncovered textbook - .25 per day
- uniform violation - \$2.50
- loss/damage to textbook - cost of book
- replacement of bulletin envelope - \$1.00
- replacement of report card - \$2.00; or envelope - \$1.00
- marked, defaced or damaged property - determined by principal

In order to take personal responsibility and accountability, money for fines should come from the students and not from the parents. The amount of the fines may increase with increase of offenses by a student.

EIGHTH GRADE

Eighth grade activities are not to be considered an automatic right. They are a privilege to be earned, requiring good behavior and the satisfactory completion of all eighth grade requirements. In this regard, each student will be assessed individually before participation in any graduation activity is permitted. The 8th grade teacher and the principal will determine the activities which will be based on the *simplicity* which should be an integral part of Christian living. Students who have Ds or Fs in any academic subject, or in Conduct, Effort or Homestudy may not participate in the trip and will have to make up the grades before receiving the diploma. Unmet financial obligations will also prevent students from participating in graduation privileges and activities, and will result in the diploma being withheld.

E. HEALTH AND SAFETY

HEALTH

All directives regarding immunization issued annually by the State of California are implemented.

No pupil may be unconditionally admitted to school unless he/she has had a complete physical examination and has been immunized against poliomyelitis, measles, rubella, diphtheria, tetanus and pertussis. A Mantoux 5 TU Tuberculin Skin Test is also required. These immunizations are to be given within 18 months of entering first grade. All children entering Grade Seven must have had the Hepatitis B Immunization shots. The results of the exam and the record of immunizations are to be reported on forms obtainable from the school office.

Each student will have on file a Health Card. A pupil who has been absent from school because of a reportable communicable disease must have a permit issued by the Public Health Department, a physician, or a nurse, before he/she is readmitted to school. The Principal may re-admit a pupil absent because of nonreportable communicable diseases, such as chicken pox, German measles, and influenza.

After a serious injury, the school is to receive written clearance from both the parents and doctor before the student can engage in physical activities.

All Health records must be received by the school secretary before the student can enter. (Only under certain conditions can a 10 day maximum time be given for health records, after a child starts school. After 10 days the child will be asked to stay home until records are received by the school.)

The following health services are provided by the Health Committee:

Hearing and vision testing

Pediculosis check (head lice)

Weighing and measuring

Scoliosis screening (curvature of the spine)

The following programs are also provided:

Substance Abuse

AIDS Education

Family Life

SAFETY

Each family is to have an **emergency card** (updated yearly) in the school office. In the event of sickness or injury, the parents or another person indicated on the Emergency Card will be called. It is extremely important to name someone who can pick up and care for your sick child if you are not available.

Please report any change in address, phone number, or information on the Emergency Card right away. It is important that we are able to reach you easily, especially in an emergency.

If a child has been injured at school he should report this injury the same day to the teacher or principal.

Accident insurance forms for injuries sustained at school or at school related events are given **upon request**. Parents are responsible to follow up on any claims made. Insurance coverage is limited. Parents are given the opportunity to purchase additional coverage at the beginning of the school year.

We discourage students from bringing bicycles to school. If out of necessity a child does bring a bicycle, it is to be walked on the sidewalk and on the playground, even before and after school **hours**, in order to avoid injuries. Parents take complete responsibility for the safety of their children to and from school.

Skateboards, roller skates/blades are never permitted on the school grounds.

Student conduct is expected to show concern for the well-being and safety of other students. On the playground the children are to walk to and from the building and to and from their lines. Balls are to be contained in their own areas; slamming balls, hitting them at one another, or against the walls is not permitted.

Parents doing service hours may not have children not enrolled in the school accompany them. These children are not covered by insurance should they be injured. The playground with flying balls and running children, and the kitchen with hot items and crowded areas are especially dangerous for infants and toddlers.

When a smog alert is issued by the Air Pollution Control District, strenuous outdoor activity is curtailed and directives of SCAQMD are followed.

Medication is not furnished by the school nor can medications be administered by school personnel without appropriate consent forms. If a pupil must have medication during the school day, the following procedure is to be followed:

To protect all children and to conform with the State Education Code, no student may bring any medication (prescription or non-prescription) to school. **Only medication prescribed by a health care provider may be taken during school hours.**

If a student needs medication either for a few days or over an extended period of time, and it must be given during school hours, an "Administration of Medication During School Hours" form must be requested from the school office. Physician/health care provider will write directions on the form. It must be signed and dated.

Medications must be delivered by the parent or guardian to the office in the original labeled prescription bottle, together with the Medication form signed by the health care provider and parent/guardian.

Students carrying inhalers must have a Physician/health care provider's release on file stating that he/she may have it with him/her while at school or at a school activity.

Only under these conditions may any medicine be given at school.

Supervision begins at 7:30 a.m. with a supervisor on yard duty. Students are not to have playground equipment (balls, etc.), run or play in the morning due to the number of students in the yard. They are to conduct themselves in a safe manner while waiting for Morning Exercises. Supervision ends at 3:30 (2:20 on Mondays and 12:50 on early dismissal days) Children should not arrive before 7:30 a.m. since there is no supervision prior to that. They should be picked up within 15 minutes of dismissal. Due to safety, students should not wait at the Church or the Park where there is no proper supervision. The city park has an afterschool program for students who wish to enroll. The school assumes the responsibility **ONLY** to walk them to the community center. After that the rules and stipulations of the City Park are to be followed. Responsibility is totally between the parents and the park.

Drivers are asked to be most careful in observing traffic and safety regulations within the school boundaries. Children are not always aware of the hazards involved.

Parents must follow directions given by faculty members. Please enter through the Temple Ave. gate and exit through the Glendora gate--**right turn only**. Please do not give your children bad example by disobeying or being rude or discourteous to those who are looking out for the safety of your children. When dismissal is at Church, use the entrance on Stimson nearest Glendora, exit at the second gate; again, right turn only.

At dismissal time, supervision continues for 20 minutes after the dismissal bell. Students remain at the lunch area or on the benches against the Hall as they wait for cars. Those who walk home are to leave after the majority of traffic is cleared, then they go directly home. Students may not walk to cars parked on the street or at the Park, parents need to walk to the dismissal area to pick up their children.

Siblings are not to wait at school while students participate in after-school activities (sports practice, choir practice, etc.). Students should be picked up **promptly** after these activities.

FIRE AND DISASTER DRILLS

Fire and disaster drills are held periodically. Students should be prepared and realize the seriousness and importance of these drills.

Please see the Appendix for our school's disaster plan. It is important that parents know this plan so that they may cooperate with it in the event of an emergency.

If evacuation is needed because of a fire or an earthquake, please do not call the school. You will be notified by our emergency phone-tree or by KNX Radio Station for general conditions and instructions. The emergency phone-tree committee is organized by the school secretary.

SCHOOL RULES

School rules have been designed for the safety of our children. All students are required to comply.

In the morning before school, students may walk around and talk with one another. Running and jumping, playing tag, or similar games are not allowed in order to avoid accidents.

Students must walk to and from play areas. They are to stay in their own play area. Recess and lunch play periods have various functions, one of which is to get drinks and go to the bathroom.

Students are expected to be attentive and respectful at Morning Exercises and actively participate in the pledges and patriotic song.

Good manners are expected at the lunch area. Students will sit for at least 10 minutes while eating their lunch, then they may go to play. Students must eat at the lunch area only; do not send drinks that are packaged in glass containers.

Food is not to be wasted. Untouched, unwanted food should be put on the *St. Joseph Table*. Students who forgot their lunch at home may partake of this food. Students are to observe school behavior rules while enjoying their lunch. Students are to clean up their eating area before they leave for their play area. The Ecology team checks all areas a few minutes before the bell; they report to the faculty moderator.

Students are required to obey and respect the yard supervisors and be courteous to one another during play time.

All students coming to Saint Joseph school have the right to be safe and happy. Therefore, no one may willingly hurt another's feelings or use physical force to solve conflicts or as an expression of anger over a game not going in their favor. Play fighting is not allowed; it will be treated in the same way as real fighting. Depending on the seriousness, this can mean suspension and even expulsion.

Unacceptable language and name calling are to be avoided by all pupils who attend Saint Joseph School. Habitual teasing (harassment) of (a) student(s) can be grounds for expulsion.

All students are expected to be respectful in church. They are to participate in the celebration of the Holy Sacrifice of the Mass and to be attentive. Socializing with one another, laughing and distracting others are not acceptable behavior.

Parents' support of school-wide and classroom rules is essential for the moral, social, psychological and spiritual development of the children. We must work together if we are not to confuse the children by advocating different or even opposite modes of behavior or morality.

Parents are asked to also follow rules, guidelines and requests made by the school in order to teach their children by example. (If children see parents not following rules, they learn that neither do they have to follow their parents' or other authority's rules.)

F. SCHOOL FINANCES

TUITION

Tuition payments are made in 10 installments, August to May, payable to SMART. Parents may choose to pay by the 10th, 20th or 30th of the month. Payments not received 10 days after the due date are delinquent and a \$15.00 late fee is charged. A separate tuition sheet is issued at registration time each school year giving the rates and fees for the coming year. There is an additional fee of \$10.00 charged for checks that "bounce".

LATE PAYMENTS

- ✠ **30 Days:** If tuition payment is not received within 30 days, you will receive a **NOTICE OF DELINQUENCY** asking you to contact the principal with your plans to bring tuition current.
- ✠ **45 Days:** If payment is 45 days late, you will receive an **URGENT NOTICE** asking you to bring tuition current immediately and to contact the principal to arrange a review meeting.
- ✠ **60 Days:** If payment is 60 days late, you will receive a **NOTICE OF SUSPENSION** and a phone call advising that your child/children will be suspended from school until full payment of the delinquent tuition is paid. If tuition is not paid within ten (10) days of the Notice of Suspension, your child/children will be considered withdrawn. At this time, your account will be sent to Collections. Report cards and transcripts may be withheld until all financial obligations to the school have been met. Archdiocesan policy prevents other Catholic schools from admitting families with delinquent tuition accounts.

FUND RAISING

Because tuition payments alone do not suffice to financially support the school, the cooperation of all is expected in fund-raising projects. Families are asked to be generous in participating beyond the minimum requirements. Priority will be given to total school-sponsored projects before the various grades or organizations.

SPECIAL SCHOOL SPONSORED DRIVES

Drives in which the school ordinarily participates are: Mission collections for the poor and needy and a Thanksgiving food drive

Special drives by the service groups (may vary from year to year)

FAMILY ASSISTANCE THROUGH SCHOOL SERVICE

Each family is asked to contribute 50 hours of service to the school. This provides service to the students and the school which otherwise would have to be paid for.

If for a serious reason a family is unable to do their time, a fee set by the PTC will be billed to the family (currently \$8.00 per hour). Suggestions for types of activities are sent with the re-registration packet each year so that returning families may let us know which services they will contribute. New families are given these forms at the time of registration. Coupons for listing completed hours are given to each family. Coupons should be turned in to the office regularly. If the coupons indicating the service done are not received, the family is automatically billed for hours not completed. Each family is also asked to provide five hours of mandatory lunch yard duty. If parents are unable to do this themselves, they must ask another parent or other suitable adult (18 years or older) to substitute for them. Even if more than 50 hours of school service are rendered, five hours (days) of lunch duty must still be completed. "Bingo" service of 10 hours is also required for each family. ***Service hours must be completed by June 30; new school year required service starts July 1st. (The July 1st service would have to be done as "bingo service".)***

TUITION ASSISTANCE

Each January the Archdiocese sends schools applications for low income families to apply for assistance with tuition for the following school year. Families must call the school office to request an application. Applications and proof of income are to be returned to the office by the first week of February. Families will be notified by the Archdiocese in May whether or not they are eligible for the assistance.

RETURNED CHECKS

Checks returned by the Bank for any reason will incur a \$10.00 fee. Families will be asked to pay with cash or money order after a second check is returned.

G. LEGAL & MISCELLANEOUS

COUNSELING POLICY

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

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

- Provide advice regarding academic subjects and student progress in school;
- Give limited guidance to students who present non-academic personal issues or situations;
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities;
- Obtain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent/guardian's expense.

In cases of actual or suspected child abuse or abuse of vulnerable adults, the Archdiocesan Victims' Assistance Ministry is available as a resource. The Victims' Assistance Ministry provides outreach and guidance to those suffering from abuse; sponsors a faith-based trauma recovery program; and assists in informing parish, school, archdiocesan and governmental authorities of the allegations of abuse. Referral to the Victim's Assistance Ministry is not a substitute for mandated reporting of suspected abuse. Such a report must be made in accordance with Archdiocesan policy.

Parent's Authorization to Use Child's Image, Name, Voice and/or Work for Non-Commercial Purposes

This section to be completed by Archdiocese/School/Parish

Archdiocese/School/Parish:

Class/Activity:

The Archdiocese/School/Parish intends to use your child's image, name, voice and/or work for the following non-commercial purposes (describe class/activity, date(s) if applicable):

The following person(s)/entity not connected to the Archdiocese/School/Parish will be involved in the class/activity:

This section to be completed by Parent/Legal Guardian:

I, _____ (name), am the parent or legal guardian of _____ (child's name), a minor. I hereby authorize the Archdiocese/School/Parish to use the following personal information about my child:

Please initial the applicable boxes

Image/visual likeness:	<input type="checkbox"/>	yes	<input type="checkbox"/>	no	Voice:	<input type="checkbox"/>	yes	<input type="checkbox"/>	no
Name:	<input type="checkbox"/>	yes	<input type="checkbox"/>	no	Work:	<input type="checkbox"/>	yes	<input type="checkbox"/>	no

I understand and agree that my child's image, name, voice and/or work (the "Personal Information") will be used for the particular reasons identified above. I further understand and agree that the Archdiocese/School/Parish may use the Personal Information for other non-commercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and agree that the Personal Information of my child may be copied, edited and distributed by the Archdiocese/School/Parish in publications, catalogues, brochures, books, magazines, exhibits, films, videotapes, CDs, DVDs, email messages, websites, or any other form now known or later developed (the "Materials").

The Archdiocese/School/Parish may use the Personal Information at its sole discretion, with or without my child's name or with a fictitious name, and with accurate or fictitious biographical material. The Archdiocese/School/Parish will not use the Personal Information for improper purposes or in a manner inconsistent with the teachings of the Roman Catholic Church.

I waive any right to inspect or approve any Materials that may be created using the Personal Information now and in the future. While the Archdiocese/School/Parish will take care to maintain the particular intents and purposes of the photographs or electronic recordings, editing may be necessary to obtain the best results. I release and discharge the Archdiocese/School/Parish and its employees and agents from any liability that may arise out of the making or editing of the photographs or electronic recordings, including but not limited to, distortion, blurring, alteration, optical or auditory illusion or use in composite form.

In exchange for the Archdiocese/School/Parish's giving my child an opportunity to participate in the class/activity, I hereby agree that neither I, nor my child, will receive monetary compensation, royalties or credit for use of the photographs or electronic recordings by the Archdiocese/School/Parish. I understand and agree that the Archdiocese/School/Parish shall be the owner of all right, title and interest, including copyright, in the photographs, electronic recordings and Materials. If the Archdiocese/School/Parish intends to use the Materials for a commercial purpose, I will be provided at that time with information about the terms of the commercial use.

I hereby waive, release and forever discharge any and all claims, demands, or causes of action against the Archdiocese/School/Parish and its employees, agents, contractors and any other person, organization, or entity assisting them with the photography, electronic recording or Materials, for damages or injuries in any way related to, or arising from the photography, electronic recording or Materials, or the use of the Personal Information, and I expressly assume the risk of any resulting injury or damage.

I further understand and agree that this Authorization remains in effect until it is withdrawn in writing. I understand that if I change my mind about this Authorization, that I will submit another, new authorization form to the Archdiocese/School/Parish. However, my new authorization will not have the effect of revoking this Authorization, and the Archdiocese/School/Parish will have no duty or obligation to make any changes or alterations to any Materials that may have been prepared based on this Authorization.

I represent that I have read this Authorization, understand the contents and am able to grant the rights and waivers it contains. I understand that the terms of this Authorization are contractual and not mere recitals. I am signing this document freely and voluntarily.

Signature:

Date:

Print Name:

Relationship to Child:

Address:

Telephone:

Name of Child:

Age:

NON-CUSTODIAL PARENT

This school abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known in writing.

GRIEVANCE PROCEDURE

Saint Joseph School adheres to the Complaint Review Process of the Archdiocese of Los Angeles that was developed by the Archdiocesan Board of Education. This procedure is available from the principal.

HARASSMENT, BULLYING AND HAZING POLICY

Saint Joseph School is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents/guardians, and students.

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

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating based upon a legally protected class, such as race, sex, ethnic origin or religion. It includes, but is not limited to, any or all of the following:

- Verbal harassment: Derogatory comments and jokes; threatening words spoken to another person.
- Physical harassment: Unwanted physical touching, contact, assault, deliberate impending or blocking movements, or any intimidating interference with normal work or movement.

- Visual harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.
- Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

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

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

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

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

It is the responsibility of the school to:

- Establish practices and provide staff development training and age-appropriate information for students, designed to create a school environment free from discrimination, intimidation or harassment.
- Make all faculty, staff, students, parents/guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement.
- Remain watchful for conditions that create or may lead to a hostile offensive school environment.

It is the student's responsibility to:

- Conduct himself or herself in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing.

- If possible, inform the other person(s) that the behavior is offensive and unwelcome.
- Report all incidents of discrimination, harassment, bullying or hazing to the principal or teacher.
- As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

STUDENT THREATS

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

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

The student who has made the threat will be suspended until the investigation by the police and school has been completed.

The decision to re-admit a student who has made a threat will be made by the principal and pastor on a case-by-case basis.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. The police may be notified and these actions may result in suspension or removal of a student from school.

SCHOOL SEARCHES

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

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever a school principal conducts a search of a student's person or personal effects, an adult witness should be present.

Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in his/her locker from

other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

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

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

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

In the event that any items belonging to a student are confiscated, the principal should document that fact and, when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.

ASBESTOS MANAGEMENT PLAN

Pursuant to Title 40 CFR Part 763 Subpart E (AHERA), St. Joseph School is required to inform you that a copy of this school's AHERA Management Plan is available for your inspection in the administrative office of both the school and the local education agency. This Management Plan contains information regarding inspections, re-inspections, response actions, and post-response action activities, including periodic re-inspections and surveillance activities that are planned or in progress. Should you wish to review the AHERA Management Plan, please contact the principal's office to arrange for an opportunity. An application (Form ACC-1) will be sent to you to document your request. Application review and report preparation will require a maximum of five (5) days.

SUMMER PROGRAMS

The principal is responsible for the over-all administration of all summer programs. All archdiocesan policies are applicable to summer programs. The principal may delegate the day-to-day operations of the summer programs.

Each year the decision to have a summer program is left to the sole discretion of the principal and, in the case of parish schools, the pastor. Considerations for implementing a summer program must include financial feasibility, purpose (e.g., enrichment, remedial, etc.), and demand for the summer programs. Teachers have no right to employment in the summer program. Teachers employed in past summer programs have no tenure rights.

The following practices shall be observed in all summer programs:

- All summer programs shall have a budget that includes payroll, classroom materials, student activities, school maintenance costs, and utilities.
- Students enrolled in the regular school program are automatically covered by school insurance. Prior to the beginning of summer activities, a listing of non-covered students (i.e., students from other schools) shall be sent to the insurance carrier accompanied by the special coverage fee.
- All summer program finances shall be posted in the school ledger.
- The summer program staff shall participate in an orientation that includes:
 - The mission of the Catholic school.
 - Child abuse reporting requirements; Safe Environment and the Archdiocesan Guidelines for Adults Interacting with Minors.
 - Field trip policies.
 - Safety and health procedures, i.e., first aid and CPR
 - Supervision of students.
 - Emergency/Disaster plans

ELECTRONIC COMMUNICATIONS POLICY

1. Systems, Devices and Materials

- **Electronic communications systems** include, but are not limited to, electronic mail, voice mail, facsimile machines, stand-alone or networked computers, intranets, the Internet/World Wide Web and any other communications systems that may be created in the future.

- **Electronic communications devices** include, but are not limited to, regular and mobile telephones, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods, MP3 players, Blackberries, and other wireless equipment.
- **Electronic communications materials** include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, e-mails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded, or otherwise accessed or stored content.

2. **Electronic Communications Systems, Devices and Materials and Users Covered**

- All electronic communications systems, devices and materials whether in a parish, school, or archdiocesan department or office;
- All electronic communications devices and materials taken from parish, school or archdiocesan office for use at home or on the road;
- All personal devices and materials brought from home and used on parish, school or archdiocesan premises during regular business hours;
- All personal devices and materials, regardless of location, that are used in such a manner that the parish, school or archdiocese may be implicated in their use.
- All users of electronic communications systems, devices and materials, including, but not limited to, students, employees, staff, contractors, volunteers, clergy and religious, and their families.

3. **Ownership and Control of Communications**

- All systems, devices and materials located in a parish, a school or an archdiocesan office, and all work performed on them, are property of the parish, school or archdiocese. These systems, devices and materials are to be used primarily to conduct official parish, school or archdiocesan business, not personal business.
- With permission from the pastor, principal or other person in charge, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.

- Parish, school and archdiocesan systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are designed to protect confidential information, not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the pastor, principal or other person in charge at the parish, school or archdiocesan department.
- Minors may only access the Internet from devices with updated and functioning filters for prohibited content. All obscene materials, child pornography or materials that are otherwise harmful to minors or in violation of this electronic communications policy must be blocked. Before allowing minors to access the Internet, a responsible person must ensure that content filters are “ON.”
- Content filters for minors may NOT be disabled or turned “OFF” without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the parish or school.
- All files downloaded from the Internet, all computer disks received from outside sources, and all content uploaded from portable memory devices must be scanned with updated/current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge at the parish, school or archdiocesan department.
- Parishes, schools and the archdiocese reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on parish, school or archdiocesan systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

4. **Guidelines for E-mail correspondence and other electronic communications**

- All users of parish, school or archdiocesan communications systems and devices should use care in creating e-mail, text, instant or voice mail messages. Even when a message has been deleted, it may still exist on a backup system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of e-mail and text messages are the same as other written documentation and cannot be considered private or confidential.
- E-mail and other electronic communications are not necessarily secure.
- As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.

- Postings to "All Employees," "All Parents" "All Parishioners" and the like on intranets or the Internet or the World Wide Web **must be approved** by the pastor, principal or other person in charge at the parish, school or archdiocesan department before they are sent out.
- Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.

5. **Prohibited Practices:**

Users of parish, school or archdiocesan electronic communication systems, devices or materials **and** users of personal devices and materials on parish, school or archdiocesan premises, during normal business hours or under circumstances when the parish, school or archdiocese may become implicated in the use, may not:

- Violate any federal, state or local laws, regulations, rules of conduct, codes of ethics, safe environment or any educational rules.
- Post or distribute personal contact information about the user or others without permission or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities. Personal contact information includes names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLS) of social networking sites or blogs.
- Post or distribute communications or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
- Engage in improper fraternizing or socializing between adults and minors. Minors may not agree to meet someone they have met online without their parents' approval and the presence of a parent at any meeting.
- Engage in pirating or unauthorized distribution (such as "podcasting") of copyrighted materials, music or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
- Post chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages); repost a message that was sent privately without permission of the person who sent the message.

- Record any telephone or other conversation without the express permission of the other participants to the conversation except where allowed by law.
- Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless explicitly required by the duties of the job or assignment;
- Upload, download, view or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information or materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. If in doubt, consult the pastor, principal or other person in charge.
- Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files.
- Give unauthorized persons access to parish, school or archdiocesan systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible person.
- Introduce a virus, attempt to breach system security or tamper with a system.
- Alter, without authorization, a start up screen or the desktop, or install applications that will subvert these functions.
- Allow any minor to access the Internet on school communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would violate FCC rules or policies.

6. Consequences of violations of electronic communications policy

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

The principal/Administration has the right to amend the above policies that relate to Saint Joseph School.



**Saint Joseph Elementary School
La Puente
Parent/Student Policies Agreement
Form**

(Please print except where signatures are required)

ACCEPTANCE OF PARENT/STUDENT HANDBOOK

Our family has received and read the _____ School Parent/Student Handbook. We are aware of, understand, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended.

We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

Father's Signature _____ Date _____

Mother's Signature _____ Date _____

Student's Signature _____ Date _____

Student's Signature _____ Date _____

Student's Signature _____ Date _____

Student's Signature _____ Date _____

Print student names and grades:

Student's First Name _____ Grade ____ Student's First Name _____ Grade ____

Student's First Name _____ Grade ____ Student's First Name _____ Grade ____

Please return this signed form promptly to the School Office.
This form will be placed in the students' permanent files.