

# St. Joseph Elementary School

## Welcome

### PARENT-STUDENT HANBOOK

Welcome to the Parent-Student Handbook. It provides essential information about the policies and procedures that the school expects parents and students to understand and follow. By reading the Handbook and signing the Acknowledgment parents and students agree to be bound by the school's Code of Conduct and all other school policies and procedures. You can print out a copy of the Handbook if you wish, but the binding document is the one that is online. The school reserves the right to amend the Parent-Student Handbook at any time. Parents/guardians will be notified of any amendments and will be asked to sign an acknowledgment of receipt

## Chapter-1

### INTRODUCTION TO THE HANDBOOK

Saint Joseph School is proud to partner with parents and families in ensuring that each scholar reaches his or her full, God-given potential. We believe that education is more than just an academic pursuit, but is one that prepares someone to be fully human: academically, spiritually, emotionally, and physically.

This handbook serves as one of the places where we acknowledge our partnership to assist the growth of each scholar. ***Sections of this Parent-Student Handbook are particular to Saint Joseph Elementary School. Other sections are policies and procedures of the Archdiocese of Los Angeles, most of which can be found in the ADLA administrative Handbook at <http://handbook.la-archdiocese.org/>.***

## Section-2-01

### Mission Statement and Philosophy

## Statement of School Philosophy and Mission

### Philosophy

As a Catholic community, the clergy, faculty, staff, and parents guide the scholars to live their Catholic faith as modeled by Jesus Christ and provide a strong Catholic identity throughout the school and parish. The parents as primary educators of their scholars collaborate with faculty to lead by positive example. Our Catholic community strives toward academic excellence and high achievement for all scholars. Scholars acquire skills and knowledge that will enable them to become contributing members of the parish, local, and global communities. The scholars learn to utilize the tools and resources of the modern world with justice and compassion. Clergy, faculty, staff, parents, and scholars endeavor to create a learning community where each person is recognized as a scholar of God. Clergy, faculty, parents, and scholars endeavor to create a learning and faith-filled community where it is recognized that each person, thanks be to God, is always a good person, and where all strive to live that truth.

## **Mission**

The school community of Saint Joseph Parish is dedicated to developing critical thinkers in a Catholic context who will positively impact their communities by living out the following Schoolwide Learning Expectations: Committed Catholics, Academic Achievers, Self-Aware Individuals, and Globally Aware Citizens.

## **Section-2-02**

### **Integral Student Outcomes (ISO) / Learning Expectations**

## **Schoolwide Learning Expectations**

### **(Grades TK-2):**

#### **Committed Catholics:**

- I am a scholar of God. I believe in Jesus and go to the Catholic Church.

#### **Academic Achievers:**

- I will try my best to listen and ask questions, to become a lifelong scholar.

#### **Self-Aware Individuals:**

- As I grow, I can show God's love to others by making good choices.

#### **Globally Aware Citizens:**

- I will celebrate that all of God's creations are special.

### **(Grades 3-5):**

#### **Committed Catholics:**

- Committed Catholics are scholars who live out Christ's mission every day.

#### **Academic Achievers:**

- Academic achievers are scholars who put forth their best effort in their academic studies.

#### **Self-Aware Individuals:**

- Self-aware individuals are scholars who are aware of their health, their surroundings, and their relationships with others.

#### **Globally Aware Citizens:**

Globally aware citizens are scholars who are aware of their environment and respect the environments of others.

**(Grades 6-8):**

**Committed Catholics Who:**

- Demonstrate knowledge of Catholic doctrine
- Understand and apply Catholic values and morals by making good choices
- Exercise leadership roles and participate in communal liturgical celebrations
- Participate in church and community activities and service projects
- Pray using memorized and spontaneous prayer
- Foster Christian values – compassion, tolerance, justice and respect for the dignity of life
- Respect God's creation

**Academic Achievers Who:**

- Demonstrate competency in all subject areas as defined by the Archdiocesan Curriculum Guidelines
- Read, speak, and write standard English
- Express clearly, effectively, and confidently their feelings, opinions, and ideas in both oral and written language
- Demonstrate critical thinking and problem-solving skills
- Develop good study habits including organizational skills, effective time management, and consistent effort
- Use technology appropriately and ethically across the curriculum as a learning tool

**Self-Aware Individuals Who:**

- Maintain healthy, positive relationships in a diverse community
- Work cooperatively in the classroom
- Develop an understanding of good physical health, including proper diet and good hygiene
- Demonstrate leadership qualities both in the classroom and in extracurricular activities
- Display respectful, polite and courteous behavior
- Set an attainable and realistic goal

**Globally Aware Citizens Who:**

- Understand, recognize, and celebrate the uniqueness of all people and their cultures
- Demonstrate an awareness of and response to local, international, and environmental issues

**Section-2-03**

**History of the School**

## **History of the School**

St. Joseph elementary school opened its doors to 93 scholars in September 1928, staffed with five teachers from the Sisters of Providence. There was gradual growth through the years until 1953, when additional classrooms

were added, bringing the number to sixteen. In 1955, the school reached its peak enrollment of 1,030. The presence of the Providence Sisters gradually decreased during the 1970s. Growth to the physical plant over the years included more classrooms, a new faculty room, a health room, and additional office space.

Within the last 20 years, the school has renovated the old convent to house the kindergarten classroom and computer room and installed a new playground. In 2015, major renovations made possible by a grant took place. A new plaza, an eating area, classroom and bathroom renovations, and new asphalt in both parking lots were completed. This summer 2020 major renovations were again made possible by a grant. Hallway and office floors, classroom window shades, electrical upgrades, and playground and an additional shade structure were completed

#### **Section-2-04**

#### **Accreditation**

Saint Joseph Elementary School is accredited by the Western Catholic Education Association and the Western Association of Schools and Colleges.

#### **Section-2-06**

#### **School Personnel Lists**

See school website <http://www.saintjoe> online

#### **Section-2-07**

#### **School Schedule and Calendar**

Schedule:

#### **Monday, Tuesday, Thursday, Friday Schedule**

7:40 a.m. School begins (student is tardy after the bell rings)

9:50 – 10:05 a.m. Morning recess

12:05 – 12:40 p.m. Lunch

2:45 p.m. Dismissal

3:00 p.m. All students sent to afterschool care

#### **Wednesday Schedule**

7:40 a.m. School begins (student is tardy after the bell rings)

9:45 – 10:00 a.m. Morning recess

11:45 – 12:20 p.m. Lunch

2:15 p.m. Dismissal

2:30 p.m. All students sent to afterschool care

**Calendar:** See web page <http://www.saintjoe online>

### **Section-2-08**

#### **School Map**

Map can be found in school office. The school mascot is eagles.

### **Section-2-09**

#### **School website and social media**

The school must own and control all internet presence including all social media. Individuals or groups may not personally launch anything that can be regarded as owned, sponsored, endorsed, or supported by the parish, school or any related or affiliated ministry. Individuals or groups may not host any school website on their own domain or with a web hosting service that does not have a contract with the school itself. Those who violate this section will be asked to shut down their site or turn it over to the school. Failure to comply may result in removal of the student from the school.

### **Section-2-14**

#### **Dress/Uniform Code**

## **Dress/Uniform Code**

Uniforms are worn from the first day of school until the end of the year, except for special days. It is strongly recommended that each scholar's name be on all parts of the uniform. Uniform rules will be strictly enforced by the classroom teacher.

#### **GIRLS:**

Grades TK– 4 wear plaid jumpers or navy blue uniform walking shorts or pants, short or long-sleeved white polo shirts with the school logo on the left side, and white, black, or navy blue socks that completely cover the ankle (no logos). Skorts are not available through Dennis uniform for younger students due to the difficulty of putting on/taking off independently. They are strongly discouraged.

Grades 5-8 wear plaid "skorts" or navy blue uniform walking shorts or pants, short or long-sleeved white polo shirt with the school logo on the left side and white, black, or navy blue socks that completely cover the ankle (no logos).

All pants must be purchased from Dennis uniform company. Pants must not be baggy, low-rise, or too tight, and they must be hemmed to the back of the heel. The waist size of the pants must match that of the student. A black, navy, white, or brown belt must be worn with slacks or walking shorts at all times. White, black, or navy tights may be worn under the skort or jumper. No slacks may be worn under skorts or jumpers. Jumpers and skorts **are to be hemmed to the top of the knee.**

Jewelry is limited to a watch, a single pair of stud earrings worn on the lobe of the ear, one chain worn inside of clothing, and one ring on each hand. Any out of uniform jewelry confiscated during the school year can be picked up in the school office during regular school hours. No make-up, nail polish, fake nails, hoop earrings. **No permanent or temporary tattoos are allowed. No writing on hands, arms, or clothing is allowed.**

#### **BOYS:**

All boys wear short or long-sleeved light blue polo shirts with the school logo on the left side, navy blue uniform pants or shorts, and white, black, or navy socks that completely cover the ankle (no logos). All pants must be purchased from Dennis uniform company. **Pants and shorts must fit the waist. No baggy pants or shorts. A black, navy or brown belt must be worn at all times. Pants must be hemmed to the back of the heel.**

Jewelry is limited to a watch and one chain worn inside of clothing. No earrings are allowed. **No tattoos, permanent or temporary, are allowed. No writing on hands, arms, or clothing is allowed.**

#### **ALL SCHOLARS**

ONLY the navy blue school sweatshirt, the fleece jacket, or navy blue cardigan style sweater (open in the front) may be worn in the classroom. Short-sleeved white T-shirts may be worn under the blouses or shirts if desired.

All scholars are required to have a uniform sweatshirt or sweater for classroom use.

Uniform jackets or solid navy blue jackets may be worn to school on cold days.

**ONLY THE ABOVE UNIFORM WILL BE PERMITTED IN THE CLASSROOM.**

Hairstyles may not include unusual haircuts or hair coloring. **NO BLEACHED OR DYED HAIR FOR BOYS OR GIRLS!** Boy's hair must be above the collar. Boy's haircuts must be clean cut. No exaggerated hairstyles.

Shoes must be appropriate for school. Shoe color must be solid white, black or navy blue. Any logo, insignia, or writing on the shoe may not be larger than the size of a quarter. For safety reasons, sandals and open-toed shoes are never allowed. Shoes must provide appropriate support and must stay on feet securely during play, in order to ensure safety on the playground.

**Scholars MUST adhere to the Dress Code at all times.** Any non-compliance will result in the parent being notified by a note sent home. Repetitive violations of the dress code may result in losing free dress privileges on the next time that it is offered or other consequences.

All scholars must wear only Dennis P.E. uniforms for Physical Education classes. All scholars must wear the regulation P.E. shirt and shorts or pants for P.E. Solid white, black, or navy blue sports shoes/tennis shoes **MUST** be worn for P.E. Grades 5-8 must wear the pants on days where the class attends weekly Mass but may wear the P.E. shorts under them. In order to be properly attired for Church, if the scholar does not have P.E. pants, they should wear Church Uniform and change following Mass.

## **CHURCH UNIFORM**

All scholars must wear the appropriate dress shirt and tie when attending any prayer service or mass in the church. This takes precedence over P.E. uniforms on Feast Days or All School Liturgical Celebrations, birthday free dress, or any other exceptions to the uniform policy.

### **UNIFORM COMPANY ADDRESS:**

DENNIS UNIFORM CO.

2640 N. San Fernando Road

Los Angeles, CA 90065

(323) 441-0168

(800) 854-6951

<http://www.dennisuniform.com>

School code: LA00DE

Please order early; do not wait until August to order uniforms.

### **Free Dress**

Our uniform represents a dress code that is designed to teach our scholars to dress well and present a positive picture of themselves to the world. Free dress day gives an opportunity to choose an outfit to wear that is in keeping with those standards.

### **RULES FOR FREE DRESS**

- A. Do not wear tight or low cut shirts, sweaters, skirts or pants. No ripped or torn clothing.
- B. Do not wear short skirts (no shorter than 2" above the knee).
- C. Do not wear "muscle" shirts or blouses that show bare midriff, back or allow undergarments to show.
- D. Do not wear any clothing that denotes gang activity.
- E. Do not wear any shirts with inappropriate pictures or slogans, such as pictures or logos advocating drug and/or alcohol use
- F. Do not wear any baggy clothing. Pants must fit the waist of the student at all times and be hemmed to an appropriate length.

Wear appropriate shoes for school.

- A. Shoes must be appropriate to ensure safety on the playground.

- B. No open-toed shoes.
- C. Socks, tights, or stockings must ALWAYS be worn.

### **FREE DRESS PRIVILEGES**

Scholars may wear free dress on their birthdays. When a birthday is on a weekend, scholars may have free dress on either Friday or Monday, as long as it is not a Church day. Scholars with birthdays during June and July may have free dress on the second to last day of school.

Any student who abuses a free dress privilege will lose the privilege the next two times that it is offered to the scholars.

### **BIRTHDAY TREATS**

Due to the fact that there are students who may have food allergies and/or sensitivities, we ask that students do not bring edible treats (candy, doughnuts, pizza, etc.) on their birthdays. Students are encouraged to bring in items such as stickers, pencils and erasers for the class, or even donate a book to the classroom library.

### **Section-2-15**

#### **Relationship of School to Parish**

St. Joseph School is a parish elementary school within the Archdiocese of Los Angeles. The parish and school exist as independent yet supporting institutions.

### **Section-2-16**

#### **School Governance**

The Principal as appointed by the pastor is the delegated administrative officer of the school. The Principal is responsible for the implementation of the school's educational program, the hiring of all school employees, and discipline. The Vice-Principal assists the Principal in administration and exercises delegated authority in the absence of the Principal

### **Topic-2-16-4**

#### **School Boards**

Saint Joseph School does not have a School Board.

### **Topic-2-16-5**

#### **Parent or Parent-Teacher Organizations**

#### **Parent-Teacher Organizations**



Parent organizations in elementary schools are important: they promote parent/guardian support for the school program, increase mutual understanding between the school and parents/guardians, build a sense of school community, and assist in the financial support of the school. The [Department of Catholic Schools](#) encourages the formation of parent (or parent-teacher) organizations that follow archdiocesan policies.

## 1 General

Parent organizations:

- Are advisory in nature
- Have no legal status apart from the school and therefore may not be separately incorporated
- Function in accordance with a written constitution and bylaws that comply with archdiocesan policy that govern the structure and operation of such an organization
- Are subject to all [Department of Catholic Schools](#) regulations and policies

## 2 Membership

The membership of the parent organization shall include the pastor of the parish or his designee, principal, parents/guardians of currently enrolled students, and religious and lay faculty (if the organization is a parent-teacher organization). The pastor and principal shall have the right to approve officers and other members of the executive committee during the nomination process. The pastor or his designee and the principal shall be ex officio members of the executive committee of the organization.

### Topic-3-1-3

#### Additional Practices

Mass

Scholars (grades 2-8) attend weekly mass on Fridays. In addition, at different times throughout the school year, we ask the scholars to attend Mass and participate actively so that they will learn the value of the liturgy by experience. Scholars should be in church uniforms for each Mass. This is part of the Religion Program. Parents are welcome and encouraged to attend and participate. Each class plans at least one liturgy each school year. Please check the monthly calendar for scheduled Masses.

Prayer

Prayer starts each day. The scholars also pray at recess, lunch, and at the closing of the day. Using the ADLA religion standards different memorized prayers are taught at each grade level. The entire school prays together every Wednesday at the beginning of school. Parents are welcome and encouraged to attend and participate.

Other Liturgies

**Blessing the Animals (St. Francis Day), Las Posada Procession and prayer, Stations of the Cross , and May Crowning are some of the other celebrataions held throughout the year.**

### **Section-3-2**

#### **Sacraments (First Reconciliation, First Communion, Confirmation)**

Sacraments Scholars in 2<sup>nd</sup> grade receive the Sacraments of First Reconciliation and First Communion. Special arrangements are made for transfer scholars who have not received the Sacraments.

The sacrament of Reconciliation is provided twice a year (Advent and Lent) to scholars in grades 3-8

### **Section-3-5**

#### **Christian Service Program**

##### CHRISTIAN SERVICE PROGRAM

Service is a way in which your child can experience putting their faith into action. It is a very important part of our religion curriculum and SLE's.

The Christian Service Program is two-fold at Saint Joseph.

First, each class puts their faith into action with a service-learning project.

In addition to their class project, the students in grades 5-8 are required to perform 7 hours of Christian service per trimester, a total of 21 hours a year. 12 Of these hours must be in helping the community in which they live.

### **Section-3-6**

#### **Retreats**

The retreat experience is intended as an effective means of evangelization and the spiritual development of both faculty and students. The principal and elementary school religion coordinator determines the type and number of retreat experiences that best meet the needs of the particular school community.

At least one full-day [retreat for the faculty](#) is to be calendared each year in a location conducive to prayer and reflection. Annual retreats for eighth graders are also to be calendared. Elementary schools may provide a variety of retreat experiences for all students.

### **Topic-4-03-4**

#### **Inoculation requirements of the CA Department of Health**

Saint Joseph School follows the inoculation requirements of the CA Department of Health detailed here:

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

### **Section-4-04**

## **Absence, Tardiness, and Truancy**

### **Topic-4-04-1**

#### **Absence**

##### **ABSENCE**

Parents of absent scholars must call the school office (310-679-1014) before 9 AM. The scholar may not be permitted to come onto campus without a note explaining the absence. This note will be kept on file for the school year. Principals and teachers are responsible for checking the regular attendance of all students. Every absence must be recorded on an attendance register (hard copy or electronic).

### **Topic-4-04-2**

#### **Absences with Acceptable Excuse**

##### **EXCUSED ABSENCE**

#### **Excused and Unexcused Absences**

Excused absences include illness, [medical](#) or dental appointments, funeral services for family members, quarantine directed by city or county officials, or emergencies or special circumstances as determined by the school. Please arrange for doctor and dental appointments outside of school time. PLEASE consult the monthly calendar to prevent scheduling of doctor appointments, etc. during testing times. This is VERY important. Wednesdays at 2:30 p.m. is a suggested time for appointments.

Excessive absences may result in the loss of academic credit.

If parents/guardians wish to temporarily take their child out of school for family reasons, the principal and teacher should discuss with the parents/guardians the possible effects of such an absence. It is advisable that the school keep on file a record of the recommendation made to the parents/guardians.

### **Topic-4-04-3**

#### **Extended Absences**

When a student is absent for an extended time, the school may withhold official grades.

### **Topic 4-04-4**

#### **Topic-4-04-4**

### **Leaving School Early**

A student may not leave the school before the regular dismissal time without a request from a parent/guardian; the student must be signed out in accordance with the school's standard procedures. The student's reason for leaving school early must be recorded in writing.

#### **Topic-4-04-5**

### **Tardiness**

School starts at 7:40 a.m. for all grades. Scholars are tardy if they arrive after that time. If they arrive after 8:15 a.m. they are marked half day absent for the morning. If they leave before 2:30 in the afternoon they will be marked half day absent for the afternoon. Frequent tardiness could require that parents confer with the principal or vice-principal

#### **Topic-4-04-6**

### **Truancy**

### **Truancy**

A student is considered [truant](#) when he or she is absent from school without a valid excuse for three full days in one school year or is tardy or absent for more than any 30-minute period during the school day on three occasions in one school year, or any combination thereof. The school shall report the student to the local public school district's attendance office or the public school district's superintendent.

In the event that a school suspects that a student is truant (absent from school without a valid excuse), the school administration should first contact the parents/guardians. If the school suspects that the student is a habitual truant (absent three times in a school year without a valid excuse) and all resources at the school level have been exhausted, the school principal should notify the local [Child Welfare and Attendance](#) authorities.

If a student has been reported once as a truant and then is absent again for one or more days without a valid excuse or tardy on one or more days without a valid excuse, the school should again report the student as truant to the local public school district's attendance office or the public school district's superintendent. A student who has been reported as truant three or more times is considered a habitual truant and is subject to dismissal.

If a student has been absent without excuse, and it is impossible to contact the parents/guardians or designated emergency contacts within 4 hours and after repeated attempts, the school should notify the attendance office of the local public school district, the local police department, [Child Protective Services](#), or all of those agencies.

#### **Topic-4-05-1**

### **Parent Teacher Conferences**

### **PARENT/TEACHER CONFERENCE**

A formal parent/teacher/student conference is held annually in October at progress report time. This is a mandatory conference

mandatory conference.

If you wish to talk to your scholar's teacher at any time, call the school office at (310) 679-1014. or e-mail the teacher to set up an appointment. A message will be given to the teacher who will call you back to confirm an appointment.

### **Topic-4-05-2**

#### **Parent Messages and Phone Calls**

If you wish to talk to your scholar's teacher at any time, call the school office at (310) 679-1014. or e-mail the teacher to set up an appointment. The telephone message will be given to the teacher who will return your call.

### **Topic-4-05-3**

#### **Parent to School Communication**

#### **HOME-SCHOOL COMMUNICATIONS**

Gradelink is our electronic communication system (telephone, text, and email) for school communications. The parent is responsible for keeping contact information up to date for this system.

The parent is responsible for making sure that they receive all teacher communications. This includes Gradelink notifications, class website notifications, class newsletters/notes, and behavior apps (i.e., Class Dojo).

Every Wednesday a Parent Envelope is sent home with the oldest or only scholar for each family. This envelope contains calendars, schedules and other important pieces of information. Parents should check the contents of the envelope each Wednesday, and sign and return the envelope the following day. Tuition money, money for scrip, or any other types of payments should **not** be put in the family envelope, but given directly to front office personnel or the classroom teacher.

**It is the responsibility of the parent to ask their child daily for ALL notifications. While the school will do its best to communicate to families, we are not responsible for any missed communications**

### **Section-4-07**

#### **Safety and Security Procedures**

## **Security Procedures**

#### **RESPONSIBILITY OF PARENTS**

**A. Parents are responsible to determine a safe method to transport scholars to and from school.**

B. The school is NOT responsible for scholars before 7:30 a.m. or after school is dismissed, unless they are in our morning or afterschool extended care program.

C. Scholars may not be on school grounds before 7:30 a.m. or after school is dismissed without adult supervision.

D. Emergency cards must be on file in the office to be used in any emergency situation. Parents are responsible for keeping the information on this card up-to-date. The oldest scholar in each family takes this card home to parents on the opening day of school. This card must be returned as quickly as possible to the school. Scholars will be released only to adults on the emergency form.

E. 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.

#### **RESPONSIBILITY OF SCHOOL**

**A. The school provides first aid for minor injuries only. By state law, we are unable to give aspirin, Tylenol, etc. to any student. Long-term medication sent to school must be labeled with the student's name, room number, and a copy of the doctor's prescription or complete directions. Scholars must be able to administer their own medication. Otherwise, a non-school employee will be asked to administer it.**

B. Drills for evacuating the building in case of fire, earthquake, or other emergencies are held monthly.

C. School personnel have received CPR and First Aid training.

D. The school is not and cannot be responsible for scholars who loiter on the way to or from school.

E. Scholars may not remain at school after 3:00 p.m. (2:30 p.m. – Wednesdays) unsupervised.

F. Any scholars remaining on school grounds 15 minutes after dismissal will be sent to Daycare. The cost of a drop-in for Daycare is \$10.00 per day per scholar.

#### **Section-4-08**

#### **Arrival/Dismissal Procedures**

## **Arrival/Dismissal Procedures**

#### **PICKING UP AND DROPPING OFF SCHOLARS**

If you drop off or pick up a student in an area other than the parking lot, please be aware of the traffic laws of the city. Many times redlined areas are blocked by cars. **Do not double park!** This blocks the safety of crosswalks. Scholars are taught safety measures in the classroom. It is the obligation of all adults to model the use of these safety rules. We cannot expect our scholars to obey rules if we as adults choose to ignore them. Every driver is responsible for the safety of their scholar and every scholar at this school. Parents who are considered unsafe drivers may be fined, reported to police, and/or be required to meet with administration

#### **WALKERS**

Parents must file a "Permission to Walk Home" form, no later than the second week of school. Otherwise, the child will not be permitted to leave campus until the note is on file. If your child is walking home directly, children cannot loiter in front of the school or near school premises. Once the student is off-campus, the parents take full responsibility for the safe arrival of their child.

## EARLY DISMISSAL

Faculty meetings are held **EVERY WEDNESDAY**. Scholars are dismissed at 2:15 p.m. Please arrange to pick up your scholar at this time. It is very dangerous to leave scholars unsupervised. Students not picked up by 2:30 p.m. will be sent to after school care.

## Section-4-09

### Automobiles/Parking Lot

#### PARKING LOT

- A. You MUST park in a marked space when picking up your scholar, NOT in the middle of the aisles or double park on the streets or driveways.
- B. If you run over an orange cone there will be a \$10.00 charge. The first and last driveways are EXITS ONLY.
- C. The speed limit in the parking lot is no more than 5 m.p.h. This is for your scholar's safety.
- D. Scholars are not allowed to run or wait for you in the parking areas. They MUST wait for you in the area between the church and the first row of orange cones. This again is for their safety.

RESPECT for the adults on safety patrol is EXPECTED from all parents and scholars.

## Topic-4-11-04

### School Procedures for Immunization and Screenings

Saint Joseph School follows the immunization requirements of the CA Department of Health detailed here: <http://www.shotsforschool.org/>

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

Hepatitis B and two doses of a measles-containing vaccine have been received. All scholars entering a California school for the first time must have a Mantoux tuberculosis test.

#### **Topic-4-11-09**

#### **Allergies**

Some scholars may have severe, life threatening allergies, such as a peanut allergy. While the school will make reasonable efforts to prevent or minimize an allergic student's contact with allergens, the school does not promise an allergy-free environment.

#### **Topic-4-11-12**

#### **Accident Procedures**

Students who sustain an injury or otherwise fall ill should inform a staff member in supervision immediately (or another student can do so in their stead). The staff member should assess the situation and take all necessary steps, including but not limited to sending the student to the office for attention (either by themselves or with assistance from other students), contacting health authorities, or emergency services. Families of students sustaining a head injury will be notified, along with serious illness or injury elsewhere in the person. The school will err on the side of caution in all injury or illness cases and contact family members as necessary. Families will have to pick up children that are seriously ill to support the health of all. A log of injuries and illnesses attended to in the school office shall be kept and accessible by school officials, as needed.

#### **Section-4-14**

#### **International Students**

The Archdiocese of Los Angeles welcomes international students. Through the cultural exchange of learning, praying, playing, and growing together, the presence of these international students enriches the educational and religious experiences of everyone in the school community.

All international students who do not live with a relative must live in approved housing identified on the student's I-20 forms.

The school is not involved in the selection of host families. A letter from the student's parents/guardians that identifies and approves the host family and place of residence is required.

The parents /guardians, host family, and/or Agency, if used, shall notify the school if there is any change in the student's host family or residence. Faculty, staff, coaches, and/or their spouses may not serve as host families or guardians.

Host families are required to meet with the school for orientation and periodically thereafter. Host families must attend meetings and functions required of domestic parents/guardians. Host families that are not contractually required to attend safe environment training are nevertheless encouraged to do so.

All international students are required to be enrolled in a religion course for a grade/credit each semester (see Knowledge of Faith). The international student will be expected to participate, as appropriate, in religious functions and events.

The school is not permitted to waive all or part of international students' tuition or grant them any type of scholarship or financial aid. The full international student tuition must be listed on the I-20 form and the school is



bound by federal regulation to collect the specified amount.

For more information about international students see:

<http://handbook.la-archdiocese.org/chapter13/section-13-1/topic-13-1-6>

## **Chapter-5**

### **ACADEMICS**

The curriculum at Saint Joseph School integrates the mission of Christ to teach the Gospel message to all. The archbishop and archdiocese are committed to providing strong academic experiences for students in school communities that reflect two purposes: the teaching mission of the Church and the need to educate youth for life in a way that relies on academic skills and requires sound preparation.

The curriculum consists of all learning experiences that are planned and organized under the principal's leadership, implementing the school's educational goals in a manner that reflects a commitment to Catholic teachings. The curriculum is consistent with the philosophy of the school, educational policies of the archdiocese, and requirements of the appropriate sections of the California Education Code. The commitment to ongoing academic excellence, personal growth, leadership, and service as components of Catholic identity extends to all aspects of the academic program.

Saint Joseph School curriculum is planned to meet these overall objectives and the particular needs of our school community. The Department of Catholic Schools provides support for curriculum matters. The pastor and principal consult on these matters. The principal reserves responsibility for curriculum matters.

### **Topic-5-01-1**

#### **Religion Curriculum**

All scholars receive religious instruction. It is expected that parents participate fully in the faith development of their scholars

The content of Religious instruction must conform to the authentic teaching of the Church as summarized in the [Catechism of the Catholic Church](#) and must clearly distinguish defined doctrine from personal opinion and theological interpretation. It will stress the relevance of religious truths and principles to the personal lives and daily concerns of the students.

Implementing these standards and evaluating and setting goals is a yearly task of the elementary school in a manner that is consistent with the curriculum standards set by the [Department of Catholic Schools](#).

Curriculum components include:

- The Profession of Faith
- The Celebration of the Christian Mystery/The Seven Sacraments of the Church
- Life in Christ; Man's/Woman's Vocation: Life in the Spirit
-

These components are based on the four pillars of the [Catechism of the Catholic Church](#).

### **Topic-5-01-3**

#### **Homework**

## **Homework**

Homework is an important part of a scholar's education. Homework reinforces what scholars have learned in class and is sometimes class work that has not been completed. Being aware of your scholar's homework is an excellent way to track your scholar's progress. Parents should examine the assignments worked on at home.

Many assignments are completed in class. Ask your scholar to bring these assignments home to help you keep abreast of classroom activities. Incomplete class assignments must be completed at home. In case of absence, it is the responsibility of the student to arrange for make up assignments.

The amount of homework assigned is based on what the average scholar of the grade can accomplish in the time prescribed:

Grades 1 & 2 - 45 Maximum minutes of concentrated attention

Grades 3 & 4 - 60 Maximum minutes of concentrated attention

Grades 5 & 6 - 90 Maximum minutes of concentrated attention

Grades 7 & 8 - 120 Maximum minutes of concentrated attention

This does not mean that each scholar will be assigned the maximum each night. Homework is the work of the scholar. It is made up of reading, study, and some written assignments. Families can help by supervising, showing interest, and providing a quiet time and place for the scholars to complete home assignments. In the primary grades, the scholars should read aloud EVERY evening. Independent reading is very important for all scholars and should be included in the time allotted for homework.

### **Topic-5-01-4**

#### **Graduation Requirements**

## **Graduation Requirements**

Scholars in the 8th-grade class must have a passing grade average in all major subject areas in order to be academically eligible for graduation. The 8th-grade scholars must also earn the privilege of participating in any graduation activities by following the point structure set forth in the Graduation Agreement. All outstanding accounts must be paid in full before the student will be allowed to participate in graduation activities.

## **Topic-5-02-1**

### **Assessments**

Teachers use a variety of types of assessment in order to determine report card grades. Tests, quizzes, homework, seatwork, projects, and class participation are all factors that enter into the assessment of each scholar.

## **Topic-5-02-2**

### **Grading Scale**

#### **Grading Scale**

The grading for grades TK-4 is standards-based:

M = Mastered

AM = Almost Mastered

NM = Not Mastered

In grades 5-8 the marking codes of A, B, C, D, and F are used. Using the letter grades seems to present a more accurate assessment of the scholars. Gradebooks are updated regularly and prior to the release of progress reports or report cards.

The grading scale for grades 5 - 8 is as follows:

A	=	93-100%
B+	=	90-92
B	=	87-89
B-	=	84-86
C+	=	80-83
C	=	75-79
C-	=	70-74
D	=	65-69
F	=	64 and below

## **Topic-5-02-3**

### **Elementary School Grade Reporting**

#### **PROGRESS REPORTS**

Progress reports are given once during each grading period. The notices are sent so parents will be aware of the academic progress of their scholars. These reports do not become part of the student's permanent academic record. Here at St. Joseph the Progress reports are given to parents at Parent Conferences for the first trimester. These notices are to be signed and returned to the teacher the next school day. When the school and the parents work on resolving problems together, the problem can usually be corrected before the end of the grading period.

#### **REPORT CARDS**

Report cards are given at the end of a trimester grading period. There are three trimesters in the school year. Report cards are given directly to the scholars, on a day marked on the monthly calendars.

## **Topic-5-02-5**

### **Make-Up Work/Absences**

In the case of an absence of short or prolonged length, students and their families should communicate with the necessary teacher(s) about ensuring that learning is properly demonstrated through make-up work and other assignments/assessments. Frequent absences may have a negative effect.

## **Topic-5-02-6**

### **Course Deficiency/Failure**

A failing grade is indicative of a complete lack of effort on the part of a student. It is not indicative of a student's knowledge or potential. Grades are communicated regularly and can be accessed via Gradelink. Any student in danger of failing will be supported through frequent communication and other efforts of the teachers and staff.

## **Topic-5-02-7**

### **Conduct/Citizenship Grades**

Grades may be used to communicate a student's efforts, behavior, and work habits. These are indicative of what the teacher can observe, not of the student's potential or knowledge.

## **Section-5-03**

### **Standardized Testing**

In order to obtain an objective estimate of the scholar's ability and progress, standardized tests are administered periodically.

**ACRE TEST** (Religious Education Development Inventory) to Grade 5

**ACRE TEST** (Religious Education Outcomes Inventory) to Grade 8

**STAR TEST** Administered to Grades K-8 three times a year.

## **Section-5-04**

### **Recess and Lunch/Nutrition**

#### **Lunch Rules**

Lunches brought by the scholar should include protein, fruit, and other nutritious items. Candy and items containing a lot of sugar are not allowed **Fast food lunches are NOT permitted. Subway is the only exception to this rule.** Sodas and soft drinks are not permitted in lunches from home. Scholars must bring their lunches to school. In the rare instance when a scholar forgets to bring a lunch, you may bring one to the office before 9:00 A.M. The scholar is expected to know that you are bringing a lunch, and will need to come to the office to pick it up. The office will not page your scholar. Otherwise, the scholar will be given hot lunch and a \$3.00 fee will be assessed to the parent.

#### **Snack and Lunch Program**

Scholars who wish to eat a snack or hot lunch must order monthly, not daily. No refunds are made for absences, instead, credit will be given. Lunch notes and menus are sent home in the Wednesday envelope with the price of lunch for the next month. Scholars are asked to bring the money in an envelope marked with their name, grade, and date. If a check is used, the amount must be for a snack or lunch **ONLY**. The due dates are to be observed each month. Late snack or lunch payments will not be accepted.

Some scholars qualify for free or reduced lunches from the Federal Government. Applications with qualifications are sent home with each scholar at the beginning of the school year. If your scholar qualifies for this program you are encouraged to complete the form and return it to school. These forms are for the snack and lunch program. They are strictly confidential. No information from these forms is given out.

## **Section-5-05**

### **Supplies and Textbooks**

## **TECHNOLOGY AND SUPPLIES**

A standard fee of \$250.00 (\$10.00 late fee per scholar per week) for each scholar is charged for important materials. It includes:

Insurance coverage

Audio-visual equipment and materials

New periodicals

Physical Education equipment

Ordinary classroom supplies

Standardized Testing Program

Diocesan Fee

Playground equipment

Reading and Math kits

School issued computers and I Pads

Online resources and support

Monthly internet fees

Janitorial supplies

Professional development

**The Technology and Supply Fee is non-refundable.**

## **Section-5-06**

### **Honors and Awards**

## **Honors/Awards**

At the end of each academic trimester, scholars in grades 1 thru 8 who best exemplify the conduct of a Committed Catholic and Self-Aware Individual in the previous trimester are eligible for the Self-Aware Catholic Award.

Academic Awards are given to scholars in grades 5-8 who have a 3.5-grade point average with no D's or F's in any academic subject. Highest Honors Awards are given to scholars who have received all A's in academic subjects and at least a B in behavior.

## **Section-5-08**

### **Academic Probation, Retention/Transfer**

#### **PROBATION**

Scholars may be placed on academic probation if they receive an "F" in any academic subject or disciplinary probation if they have a "D" or lower in conduct or work habits. If the D or F is not raised to a "C" during the next grading period, the student may be retained, or may be asked to leave the school.

#### **RETENTION**

The notification for potential retention is given to parents during the second trimester, with a final retention agreement signed in May. Retention decisions are final and cannot be appealed. Parents who are unable to comply with the retention agreement are allowed to transfer to another school. The decision to retain a student involves a collaborative effort on the part of the teacher, the parents, and the principal/director to provide for the overall welfare of the student. The decision-making process includes carefully weighing academic, emotional, and social factors in extensive consultation with all of the involved parties. The final decision to retain a student is the responsibility of the principal/director.

#### **TRANSFER TO ANOTHER SCHOOL**

If, due to moving or any other reason, your scholar is being transferred to another school, you may obtain a transfer from the school office to present at the new school. The school will then request a transcript of records from our office.

## **Topic-5-09-2**

### **Additional Counseling Information**

In partnership with the Doheny Foundation, Saint Joseph School has contracted with Counseling Partners of Los Angeles (CPLA) to provide socio-emotional support for our students. In order to participate, a waiver must be signed and on file in the office and with CPLA. Please contact the school office if you have any questions.

## **Section-6-01**

### **Before & After School Policies and Programs**

#### **Before School Care Program**

Before school care is daily from 6:30 - 7:30. There is no fee. The students are signed in to morning care and then supervised until 7:30 when all students line up for morning class.

## **After School Care Program**

Classes are dismissed at 2:45 p.m. each day, 2:15 p.m. on Wednesdays. There is teacher supervision for 15 minutes after dismissal. All scholars who have not been picked up by 3:00 p.m. will be sent to after school care. There is a fee for this drop-in service, \$10.00 per scholar per day. Parents are responsible to pay this fee for EACH scholar WHEN THE SCHOLAR IS PICKED UP. Transitional Kindergarten and Kindergarten scholars remain in their classroom and are sent to After School Care 15 minutes after dismissal. Saint Joseph School requires a signed After School Care Agreement. Parents must pay the drop-in fee.

- St. Joseph School requires an After School Care agreement with participating parents
- Archdiocesan student insurance covers scholars during the time of the program
- Our program, under the auspices of St. Joseph School, may only serve those scholars presently enrolled in the formal school program
- St. Joseph School requires up-to-date family information, emergency contact, and maintains a record of arrivals, and departures
- St. Joseph School may arrange with independent contractors or entities to provide extended school day programs.

### **Section-6-02**

#### **School Field Trips and Excursions**

## **Field Trips And Excursion Policy**

Field trips are opportunities to extend learning beyond the classroom. Permission slips will be sent to you before such occasions. SCHOLARS ON PROBATION ARE NOT ALLOWED TO PARTICIPATE UNLESS SPECIAL PERMISSION IS GIVEN BY HIS/HER ADMINISTRATION.

Scholars on field trips wear the school uniform unless specifically directed by the teacher to wear other clothes. Scholars should carry their lunches in disposable brown bags.

The only adults allowed to supervise field trips are Virtus-Certified parents and/or stepparents of scholars going on the trip. Grandparents, aunts, uncles, and older siblings are not permitted to act as chaperones on field trips.

### **Section-6-04**

#### **Student Government**

##### **STUDENT COUNCIL**

Scholars in grades 5-8 can be members of Student Council. To qualify each student must have at least a "C" in all academic subjects and "B" in behavior and work habits. This average must be maintained through the school year that the student is in office. If a progress report indicates poor classroom performance the student will be suspended from office until he/she is back in good standing.



## **Section-6-12**

### **Athletics**

#### ATHLETICS

CYO sports are played after school for boys and girls in grades 2-8. The program varies with the sport that is in season at the time.

A student participating in **any** sport or extracurricular activity must maintain a 2.0 GPA WHILE maintaining a "C" in behavior and work habits.

Our sponsors and coaches provide excellent role models for our scholars.

### **Topic-6-12-02**

#### **Sports by Season Pep Squads, Cheer**

Fall: Varsity Football, Girls Varsity and JV Volleyball, and Grades 3-8 Cross Country

Winter: Boys/Girls Varsity and JV Basketball, Girls/Boys Soccer

Spring: Grades 5-8 Co-ed volleyball, Grades 4-8 Girls Softball, and Boys/Girls track

Cheer: Cheerleading is an important segment of the sports program. We have an active group of cheerleaders. Scholars are able to try out if they are in grades 3-7 for the following year. Cheerleading begins in the fall and continues through the spring. It is a yearlong commitment.

### **Topic-6-12-03**

#### **Selection Process/Requirements for Participation**

Selection Process/Requirements for Participation:

Selection Process is based on how many students come out for a particular sport. Usually, tryouts are held and teams are determined from that.

Requirements for Participation :

requirements for participation .

Students grades 3-8th (2nd Grade for Track) are eligible to try out. There is a participation fee that is established by each school's Principal and Athletic Director. Students and parents must sign and return "Activity Participation" form along with Athletic Fee

Students must maintain a 2.5 GPA academically

Must participate in all practices/games

### **Topic-6-12-06**

#### **Athletic Fees, Equipment and Uniforms**

The athletic fee is \$75.00 per sport.

This fee covers in part the cost of the equipment, uniforms, referee fee, and coaches.

### **Topic-6-12-07**

#### **Discipline Policies and Procedures in Athletics**

Discipline Policies and Procedure in Athletics:

Discipline is done by a case to case situation with warnings. Consequences could be extra activity after a practice with the Coach, a suspension from the team, being expelled from a team. Students are given help/guidance for particular situations such as i.e. missing a practice, maintaining GPA.

Coach's Need to report any problem with a student to the Athletic Director who will then determine action along with the Vice Principal and Principal.

### **Topic-6-12-09**

#### **Sportsmanship Code for Spectators**

Sportsmanship Code for Spectators:

Coaches and Athletic Directors are responsible for all spectators at Games. Spectators can be asked to leave a game if their actions call for it. Examples of being asked to leave might include:

Unsportsmanlike conduct toward Opponents/Coaches

Yelling at officials

Addressing Coaches in a disrespectful way

Using inappropriate language

Being under the influence or intoxicated

St Joseph has annual Parent Sports meetings for all parents and these issues are discussed as well as other issues, Practice/Game schedules, and introducing the coaching staff. Players and Parents should abide by the "Code Of Conduct" set forth by the CYO of Los Angeles and Saint Joseph School.

## **Topic-6-12-10**

### **Coach/Trainer Certification [Play Like a Champion]**

Coaches/Trainers Certification:

All Coaches, Assistant Coaches, and Athletic Trainers must be certified through the CYO of Los Angeles and through Notre Dame University's Program "Play Like A Champion" They also need to complete the Virtuse Program through the LA-Archdiocese. All these classes are online with exception to the CYO certification. The first meeting is on a school/classroom site. All Coaches/trainers must have their Coaches Certification card on them at all games. Coaches can be asked for them at games with a forfeit as a consequence if they cannot provide it.

## **Topic-6-12-11**

### **CYO/CIF**

CYO/CIF Information:

All rules, Regulations, Guides, Governor boards, staff, schedules, and general information is found at the CYO/CIF websites:

[CYO-Los Angeles.org](http://CYO-Los Angeles.org)

[CIFss.org](http://CIFss.org)

## **Section-7-1**

### **Tuition and General Fees**

#### **Tuition and Fees**

- Tuition and fees are charged for the following types of activities:
- Educational programs and related activities at preschools, elementary schools, and high schools
- Daycare and similar services at parishes and schools
- [Sacramental education programs](#)
- Other ministerial and educational activities

## **Section-7-2**

### **Tuition Collection**

# Automatic Deductions

### **Tuition is non-refundable**

The contract and tuition information is contained in the F.A.C.T.S. agreement. If a payment is missed, F.A.C.T.S. will attempt to collect the money from your account again in 15 days. Each time a payment is non-sufficient funds, F.A.C.T.S. will charge your account and your bank will also charge your account. A copy of the current tuition scale can be obtained in the school office. The scale for the next school year is handed out in the spring of each school year.

Parents must be aware that any tuition and/or fees that are delinquent may result in your scholar not being allowed to attend school until arrangements are made in the school office.

## **Section-7-3**

### **Tuition Assistance**

# Tuition Assistance

Parents who meet the requirements may apply for the Catholic Education Foundation Tuition Assistance scholarship. Applications are due in February. Tuition assistance is also given through the school. Contact the principal if assistance is needed.

## **Section-7-4**

### **Parent Service and Fundraising Requirements**

## **FUNDRAISING**

Each family is required to complete 40 service hours for the year. Hours may be recorded via paper or Gradelink's system. Up to 20 hours may be performed through leadership or service in the parish, please contact the Principal for further information.

All parents are expected to participate in three fundraisers each year: World's Finest Chocolate, Hawaiian Ticket Raffle Sales, and the Jog-A-Thon (Grades TK-8)

## **Section-7-5**

### **Costs/Fees (when applicable for field trips, supplies, sports, senior fees, etc.)**

Projects whose cost is not covered by the above fees must be paid for by separate charges. For example, if the class should go on a field trip, a fee is charged to cover the cost of transportation, et al. Joining a school sport activity also has a fee. Graduation and First Communion also have a fee.

## **Chapter-8**

### **DISCIPLINE**

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

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

### **Topic-8-1-01**

#### **Discipline and Procedures**

Each student:

1. Must be in appropriate school uniform at all times, unless free dress privileges have been given. If a student is not in uniform, he/she will receive a note home for the first offense.
2. Is responsible for following safety rules and instructions regarding his/her coming to school, playing and working at school and returning home.
3. Is responsible for following school and classroom rules at all times.
4. Must respect and obey the classroom teachers and all other adults.
5. Is prohibited from belonging to a gang.
6. Is prohibited from writing graffiti or gang-type markings, or deliberately marking or defacing school property and personal property used at school. There should be no writing on backpacks, other than the student's name and grade.
7. Must respect all others and all property not belonging to him/her. Books must be covered at all times. There should be no writing on books other than the student's name and grade.

8. Must arrive at school on time, 7:40 a.m. and leave promptly after dismissal, unless participating in a supervised school activity.
9. Is prohibited from riding a bicycle on the school grounds.
10. Is not permitted to chew gum at school. Food is allowed only in the lunch area, except when authorized by the school administration.
11. Is prohibited from leaving the school grounds, for any reason, unless accompanied by their parents, teacher, or a responsible adult.
12. Must wait on school grounds to be picked up when dismissed at 2:45. Scholars may under no circumstances leave school grounds and then return for after school activities.
13. Scholars may not go into the church without notifying an adult.
14. Must abide by the policies and rules in the Internet Use Agreement.

## **Chapter-11**

### **PARENT-STUDENT POLICIES AGREEMENT FORM**

#### **ACCEPTANCE OF 2020-2021 HANDBOOK**



#### **ACCEPTANCE OF 2020-21 PARENT/STUDENT HANDBOOK**

Our family has been advised, accessed, and read the St. Joseph School Parent/Student Handbook which is available on the school website. We are aware of, understand, accept 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 or any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

Father's or Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother's or Guardian's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student #1 \_\_\_\_\_ Grade \_\_\_\_\_

Student #2 \_\_\_\_\_ Grade \_\_\_\_\_

Student #3 \_\_\_\_\_ Grade \_\_\_\_\_

Student #4 \_\_\_\_\_ Grade \_\_\_\_\_

**PLEASE PRINT**

Please return this signed form promptly to the School Office.

This form will be placed in the student's permanent files

Please return this signed form promptly to the School Office.

