

ST. JOSEPH SCHOOL

6200 E. Willow Street

Long Beach, CA 90815

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www.saintjosephelementary.com

Miss Brigid Considine

Principal

Fr. William Connor

Pastor

Catholic Education Is an Advantage for Life

Staff

2007 – 2008

Administrative Personnel

Pastor	Rev. William Connor
Principal	Miss Brigid Considine
Vice-Principal	Miss Carole Dellavalle

Teaching Personnel

Kindergarten	Miss Carole Dellavalle
Grade 1	Mrs. Lynnette Hofmans
Grade 2	Mrs. Jacqueline Padgett
Grade 3	Mrs. Shannon Milligan
Grade 4	Miss Sally Georgie
Grade 5	Miss Brandy Harabedian

Junior High

Grade 6	Miss Cheryl Hebestreit (Math, 6,7,8)
Grade 7	Miss Erin Wright (Religion/Social Studies, 6,7,8)
Grade 8	Mrs. Jeanne Miller (Language Arts, 6,7,8)
Algebra/Math/Science	Mrs. Kathleen Eno
P.E./Athletic Director	Mrs. Ronda Klosterman
Computer	Mrs. Jacqueline Stiffler
Religion Coordinator/Music	Mrs. Kathy Evans
Reading Specialist	Mrs. Kathy Evans
Librarian	Mrs. Christy Lund
Aide	Mrs. Julie Gianessi

Staff

Secretaries	Mrs. Vera Feliciani Mrs. Bridget Paluska
Extended Day Care Custodian	Mrs. Carolyn LaRiccia Mr. Cris Carrera

St. Joseph Parent Teacher Organization

It shall be the purpose of this organization to promote and encourage full participation in the Parent Teacher Organization in the parish school and its affairs on all levels. Further, the Organization shall promote the following, but not limited to the following:

Promote Parent/Teacher relationships that enhances the principles of Catholic Education

Conduct fundraising activities for the benefit of the parish school

Support standards for building safety, maintenance and security

Support social and civic activities

Officers/2007 – 2008

President	Mrs. Nancy Gallegos
Vice-President	TBA
Secretary	Mrs. Dee Ann Bahadursingh
Treasurer	Mrs. Chris Knight

Volunteer Chairpersons

Volunteer Chair	Miss Brigid Considine
Health	Mrs. Laura Newton
Library Aides	Mrs. Christy Lund
Gift Wrap	Mrs. Cynthia Stabelfeldt

Basketball Tournament	Mr. Robert Byers
Golf Tournament	Mr. Martin Howard
Parish Fair	Mrs. Dana Moler

St. Joseph School History

St. Joseph Parish plant is a profound tribute to the deep faith and hard work of Father Walter A. Martin and his generous parishioners. In December, 1955, the work, which would result in this beautiful ten-acre plant, officially began. The first Mass was celebrated in the partially completed parish hall on Easter Sunday, 1956.

By October, 1956, eight classrooms were ready and school opened. The school was staffed by the Sister of St. Louis of France. There were 415 children in five grades. Each year a new grade was added and in 1958 twelve classrooms were in operation. The total enrollment at that time was 660. And additional building in 1959 increased St. Joseph School to sixteen classrooms. There were two classes for each grade level, one through eight.

The first graduation was held on June 12, 1960. There were 45 graduates, 29 girls and 16 boys. The graduates expressed great joy in having been privileged to see so many changes in this rapidly growing parish.

Enrollment reached a peak of 850 students in 1962 - 1965. The faculty then was comprised of ten lay teachers and nine sisters. In the early 1970's enrollment began to decline. St. Joseph School began to phase out the double classroom system. In 1976 a Kindergarten program was established with 25 students.

With the completion of the 1991 school year the Sisters of St. Louis of France would no longer provide a principal to administer the school. In July 1991, Miss Brigid Considine was hired as the first lay principal of St. Joseph School.

We now have eight single grades and 2 half day sessions of Kindergarten. Our faculty consists of 14 lay persons. The enrollment for the 2006 – 2007 school year is 304 students. There are 162 girls and 142 boys.

St. Joseph School

Philosophy/Goals

We at St. Joseph School participate in the Church's mission of education by providing a Catholic environment of Christian life and learning. We strive to integrate the Gospel values in our daily lives and encourage our students to grow in their relationship with God, in their self-esteem and in their respect for one another.

Recognizing the uniqueness of each child, we strive to provide an educational program, which directs the students to become responsible individuals and prepares them for success in a technological and global society.

Acknowledging parents as the primary educators of their children, we assist by providing an educational program, which nourishes the faith development of all students. This program endeavors to educate the whole person through religious, intellectual, psychological, social, physical, and aesthetic development.

We value the shared building of a faith community based on Jesus' command to love one another. Through modeling openness, understanding, acceptance, sensitivity and forgiveness, we hope to inspire the students to become vibrant members of our diverse, multi-cultural society.

We foster apostolic Christian service to deepen the student's involvement in social concerns. We declare with John Paul II in his address to American Catholic Educators that this "powerful experience---will enlarge their horizons, challenge their lifestyles, and offer them authentic human fulfillment".

We realize that the extent to which the Christian message is transmitted through education depends greatly on us, the teachers. Therefore, we strive to be persons who integrate faith and life and who are ever willing to work supportively with parents.

Primary Student Learning Expectations

(Kindergarten – 3rd)

As a Catholic, I will:

- live like Jesus
- pray and go to church
- learn about Jesus
- make good choices

As an Academically Prepared Student, I will:

- learn my school subjects
- improve my listening, speaking, and writing skills
- use the computer properly
- follow directions and stay on task

As a Responsible Citizen, I will:

- show self control and tell the truth
- cooperate with others
- love and learn about my country
- be kind and fair

As an Integrated Individual, I will:

- participate in art and music
- be a good sport whether I win or lose
- take care of myself

As a Global Aware Person, I will:

- understand that people are different than me
- learn about the world
- study maps
- recycle and keep the earth clean
- help people in need

Student Learning Expectations

(4th – 8th)

As a Faithful Catholic, I will:

- integrate the Gospel values into my daily life
- deepen my relationship with Jesus Christ through prayer, meditation, and participation in the sacramental life of the Church
- have a basic knowledge of Scripture, Church beliefs, history, and tradition
- develop a moral conscience based on the teachings of Jesus Christ.

As an Academically Prepared Student, I will:

- demonstrate competency in language arts, math, religion, science, and social studies
- communicate effectively through listening, critical thinking, writing, and speaking
- use contemporary technology in an appropriate and ethical manner
- develop skills in time management, organization, and study habits.

As a Responsible Citizen, I will:

- exercise self-discipline and assume responsibility for my actions
- work cooperatively with respect and tolerance
- understand American ideals, freedoms, culture, and civic responsibilities
- have a sense of compassion and empathy for others, especially those in need.

As an Integrated Individual, I will:

- participate in the fine arts in order to foster an appreciation for the creative process
- develop an attitude of sportsmanship through involvement in basic athletic activities
- appreciate and care for myself as a person and gift from God.

As a Globally Aware Person, I will:

- appreciate my own culture and be aware of the cultural diversity of the world
- be conversant on world affairs and current events
- demonstrate knowledge of world geography
- understand the importance of the environment and our natural resources
- be aware of social justice concerns and how they affect people's lives.

Daily Schedule

Kindergarten – Regular Full Day Schedule

Early Birds

7:50 AM	Students will be met on line
8:00 AM	Classes begin
10:00 AM	Recess until 10:15 AM
12:00 PM	Dismissal

Late Birds

10:00 AM	Students will be met at the gate
12:00 PM	Lunch until 12:30 PM
2:15 PM	Dismissal

Kindergarten – Early Dismissal Days

Early Birds & Late Birds

7:50 AM	Students will be met on line
10:00 AM	Recess until 10:15 AM
12:20 PM	Dismissal

Grades 1 – 8 Regular Schedule

7:30 – 7:50 AM	Students must line up by the flagpole
7:50 AM	Students proceed to classroom/prayers/uniform check
8:00 AM	Classes begin
9:45 AM	Morning recess, Gr. 6-8 until 10:00 AM
10:00 AM	Morning recess, Gr. K, 1, 2 until 10:15 AM
10:15 AM	Morning recess, Gr. 3-5 until 10:30 AM
12:00PM	Lunch, Gr. K-LB, 1,2,3 until 12:30 PM
12:30 PM	Lunch, Gr. 4,5,6,7,8 until 1:00 PM
2:30 PM	Dismissal

Grades 1 – 8 Early Dismissal Schedule

7:50 AM	Classrooms open
8:00 AM	Classes begin
9:45 AM	Recess, Gr. 6 -8 until 10:00 AM
10:00 AM	Recess, Gr. K,1,2 until 10:15 AM
10:15 AM	Recess, Gr. 3-5 until 10:30 AM
12:30 PM	Dismissal

School Policies

Family Envelope

The system of Family Envelopes will be used this year. Once a month, the envelope will be sent home with the youngest child in each family. Inside the Family Envelope will be letters, bulletins, and further information regarding the school and parish activities. It is the parent's responsibility to read the information, sign the envelope and return it with your child within two (2) days of receiving it. Your signature indicates your knowledge of school events and activities. The dates for the Family Envelope to be sent home are noted on the calendar.

All information to be included in the Family Envelope must be available to the office staff two (2) days prior to the distribution date. Any fliers, brochures, letters and information to be included in the Family Envelope must be pre-approved by the principal.

Arrival & Dismissal Directives

Supervision is provided from 7:30 AM to 2:45 PM on regular schedule days and from 7:30 AM to 12:45 PM on early dismissal days. First bell rings at 7:50 AM, and students proceed to the classrooms. A student is considered tardy if they are not in the classroom by 8:00 AM.

We are not responsible for students who are on the school campus before 7:30 AM and/or after 2:45 PM. If students are left after 12:45/2:45 PM, they will be taken to our Extended Day Care room and you will be charged accordingly.

The safety of your children is our primary concern. While waiting for parents, students are asked not to play. They are required to remain inside the yellow line in front of the hall at all times. **Students are not allowed to wait for their rides under the trees at the far end of the parking lot or in front of the church or school.**

Students who walk or ride bikes are to leave promptly. No student is to remain after the 12:45/2:45 PM unless he/she is enrolled in our sport's program or other authorized after school activity.

Tardiness (arrival after 8:00 AM) A student will be considered tardy when they are not in school at 8:00 AM. Two (2) late arrivals = one (1) detention. Habitual lateness will result in a principal/parent conference. When a student is tardy the parent must accompany the student to the office and sign them in. A note is required to admit the student to class. Students with more than 2 non-medical tardies will not qualify for perfect attendance.

Campus Visitors/Badges

If you are not on staff (paid employee) or a student, you are required to check in at the office. At that time you will sign in and receive a badge. This badge must be worn at all times while you are on campus. Parents, siblings, volunteers, and visitors must check in at the office each time they are on campus. During school hours, no one is allowed in the classroom, gym or field without a badge!

Traffic Safety

Supervision: Faculty and parent volunteers patrol the parking lot. They are there for the safety of your children and their direction should be followed at all times.

This is not a time for parents to confer with teachers while they are on duty.

Cars: All carpools must enter the parking lot, park and proceed. Drivers are to drive slowly and carefully entering off Willow Street. The speed limit is 5mph. They must follow the arrows as marked. Please park your car and then have the children come to or leave your car. When being dropped off, the children should walk in front of the hall to the school. For school families there is no parking on Willow Street during school hours. Children are not to be dropped off or picked up on Willow Street.

Pedestrians: Students will walk to the footpath to the right of the front of the gym and proceed to the exit on Palo Verde. Those students who must go west on Willow may leave by the driveway between the rectory and the church. These students must walk in the pedestrian lane provided.

Bicycles: Those students riding bikes must stay inside the yellow line. Bikes entering from Palo Verde Ave. must be walked from the first “bump” to the racks. If bike riders are entering the path at the Willow Street entrance, they must walk the bikes from Willow to the racks. **California state law requires the use of helmets.**

Skateboards: Skateboards are not allowed on campus at any time.

Dismissal K – 5 teachers will walk the students out to the gate. Gr. 6 – 8 will be dismissed by their teachers in the classroom and will walk to the gate.

Release of students during school hours:

The parent/guardian must notify the teacher in writing if a student must leave the school grounds for medical or other reasons. The parent/guardian is required to pick up the child in the school office. He/she will sign the child “out” and sign the child “in” upon return.

The administration and faculty strongly discourage taking students out of school for extended vacations or day trips. Parents are required to discuss the situation with the principal and teacher before a decision is made. Work will not be given ahead of time. Students will be responsible to complete missing work and tests when they return to class.

Classroom Interruptions

Parents are not to interrupt classes for any reason while school is in session. All forgotten items, such as lunches, books, uniforms, etc. will be left on the bench outside the office for students to pick up. **No hot lunches/fast food items are allowed.**

Playground Rules

1. Lunches are to be eaten, not wasted, no throwing of food.
2. Students are to remain at their assigned lunch table for 10 minutes until dismissed by the adult supervising.
3. Papers are to be thrown in the trashcan.
4. Frisbees or hardballs are not permitted on the playground.
5. Students are asked to take turns on the playground equipment.
6. Play-fighting, rough play (King of the Hill, pyramid building Crack the Whip, tackling, etc.) is forbidden.
7. Students may not run, play or chase one another by the restroom area.
8. Students may not stand on toilet seats or use the restrooms as a social gathering place.
9. No eating in the restrooms at any time.
10. Slide: Come down feet first, one at a time.
11. No use of inner court during recess or lunch (off limits).

School Phone/Cell Phone/Beepers

The school phone is for school office business only. Students may not call home unless given permission by the principal or teacher. They will be given a phone pass to do so.

For use after school students may bring cell phones to school but they must remain in their backpacks and be turned **OFF** during school hours. They may not be used in the classroom, restrooms, or any other room on campus during school hours. Violations of this rule will result in confiscation of the cell phone.

Field Trips

One field trip per year is allowed. Each student must have a signed and dated release form from the parent/guardian. The cost is determined by adding the event admission plus the transportation divided by the number of students in the class. Busses are provided. Each student must pay their share of the bus cost regardless if they attend the field trip or not. The Los Angeles Diocese does not permit car and walking trips. All field trip destinations and purpose are decided by the classroom teacher and approved by the principal.

Testing

As directed by the Department of Education, the Iowa Test of Basic Skills is administered to grades 2 – 8 (dates listed on calendar). We ask that you do not schedule doctor or dental appointments during these times.

Parent/Teacher Conferences

Parent/Teacher Conferences will be held in November. However, parents and teachers should communicate with each other as often as is necessary to eliminate difficulties or to explain and clarify matters. Students are best helped when the teacher and parent work together. Since teachers have meetings or supervision before and after school, appointments should be made with the teacher in advance.

Individual conferences between parent and teacher may be scheduled between 7:30 to 7:50 AM and between 2:30 – 3:00 PM if the teacher is available. Such conferences may be requested by the parent or teacher and should be planned at least a day in advance.

Appointments with teachers should be arranged by sending a note to the teacher or by calling the school office. Please send any and all correspondence to the teacher in a sealed envelope.

Parent/Principal Conferences/Correspondence

The principal is available for appointments during the school day. Please call the office for an appointment. The principal will not respond to any anonymous letters sent to the school.

School Property

Each student is given specific textbooks. If any book is lost or damaged, the student will pay to replace the book. All books must be neatly covered at all times.

Because of the ruinous nature of gum on buildings, books, clothes, etc., the students are forbidden to chew gum on the school campus at any time. Vandalism will not be tolerated. Any damages done by a student is the responsibility of the parents/guardians.

Students are responsible for the proper care of athletic equipment. The student must replace equipment lost or damaged.

Liturgical Celebrations

Students in each grade level will have the opportunity to attend Mass with their class under the guidance of their teacher. Prayers services and other liturgical celebrations will be announced in the monthly newsletter. All parents/guardians, family and friends are welcome to attend our liturgies.

Mixed Parties

While we realize the school does not have the right to dictate what you do in your home, mixed parties are strongly discouraged and may not be attended by any school faculty or staff.

Work Permits

No minor may work without a permit. Under certain conditions work permits are granted to students. Student work permits may be obtained from the Work Experience office in the local area. A copy of the signed work permit must be kept in the student's file.

Withdrawal of Students

The school grants full credit for all work a student accomplishes up to the time of transfer.

Access to Records

The principal only, as custodian of the records, authorizes the release of personal information about students. Access to records may include not only an oral description by the authorized school official, but also permission to read the original record. Official transcripts are not given to students or parents.

Only the following persons may receive such information:

- A parent/guardian of the student, unless a court order determines otherwise.
- An officer of a school where the pupil attends, has attended, or intends to enroll.
- Those so authorized in compliance with a court order
- An officer of the United States, the state, the city, or the county seeking information in the course of duty.
- An officer of a guidance or welfare agency of which the student is a client. When the school releases student record information to any of the above, other than a parent or legal guardian, a reasonable effort should be made to inform the said parent/guardian of such release.
- Students in foster homes may have been placed there by court order and are frequently supervised by a child placement agency. It is advisable to consult with the agency regarding the parents' request for and legal right to information.

Health Policy

Immunization

All directives regarding immunization, issued annually by the State of California, shall be implemented.

Illness Report

If a student is ill, the parent/guardian must report the illness to the school office by 8:15 AM on the day of the illness.

Readmission after illness

A student who has been absent from school because of a reportable communicable disease must have a permit issued by the Health Department, a physician, or a nurse, before he/she is readmitted to school.

The principal may readmit a student who has been absent because of non-reportable communicable diseases such as chickenpox, rubella, and influenza.

All communications regarding illness and medical appointments shall be kept on file until the end of the year.

Medical Appointments

Early dismissal for medical or dental appointments shall be granted when the parents/guardians make a written request. The proper notation for such absences shall be recorded in the class register. Parents/guardians shall be urged to keep such requests to a minimum and encouraged to make arrangements for care during vacation periods or after school. A medical absence must be verified by a doctor's note

Medications

The school shall not furnish medication. School personnel shall not administer medication of any kind.

Procedure and Regulations for Medications at School

- A release (Medication Authorization and Permission Form) stating the nature of the medication, signed and dated by the doctor and also signed by the parent, must be provided.
- Medications administered at school must be in the original container and labeled. The day's dosage must be sealed, labeled and have the student's name attached. It shall be in an appropriate container, and kept in the school/nurse's office.
- The student shall come to the office for medication.
- A student's medication shall be self-administered.
- Students may not carry medication of any kind to be self-administered at school (An exception for an inhaler requires a special release from the doctor and parent/guardian).
- Students may not be given medicine prescribed for other family members.
- The medication regulations apply to both prescription and non-prescription medications.

No Exceptions to Procedure for Medication at School

No exceptions will be made to the procedure for medication. If parents/guardians do not provide the completed medication form with the prescribed medication, they will have to come to school and personally administer the medication.

HIV/AIDS POLICY

The Archdiocese of Los Angeles has accepted the United States Bishops' statement, *The Many Faces of Aids: A Gospel Response*, as adapted for use within the archdiocese. Please contact the diocese if you wish to review this document.

Behavioral Expectations

Grades 1 – 8 & P.E./Computer

- (Please see additional behavior/work habits rubrics at the end of the handbook). A Christian attitude, exemplified in the student's behavior, is expected at St. Joseph School. This is demonstrated by showing respect for adults, for fellow students, and for property (one's own as well as that of others).

The following expectations apply to students at every level. Each respective teacher states additional policies and procedures in the classroom:

1. Students are expected to treat all adults and fellow students with respect.
2. Students are expected to greet faculty and staff at all times.
3. Students are expected to know school and classroom policies.
4. Behavior in academic and non-academic areas.
5. Students are expected to complete homework nightly and be responsible for make-up homework when absent.
6. All textbooks must be covered.
7. Skateboards, rollerblades, Frisbees, baseball bats, electronic games, equipment, radios, computer disks, cassette tapes, etc., are not allowed at school except when given permission for special events.
8. Students may not remain or go into classrooms, gym, or parking lot during recess or lunchtime, before or after school without adult supervision.
9. Students are expected to wear their uniform with pride and dignity.

P.E. Policy

All students in grades 4 – 8 must wear the designated P.E. uniforms. If any portion of the uniform is missing, the student will receive a check for that day. Two checks per quarter will result in one lower grade. A student may make up a maximum of two checks per quarter by participating in any athletic activity outside of school time which is not part of any team they belong to, i.e., skating, bike riding, walking, swimming, etc. for a ½ hour each check. The student must complete the form provided by the P.E. teacher describing the activity, the amount of time participating and sign it along with their parent's signature. This record of their participation must be turned into the P. E. teacher **BEFORE** the end of the quarter.

Curriculum and Academic Policies

St. Joseph School is fully accredited by the Western Association of Schools and Colleges, The Western Catholic Education Association, and The Archdiocese of Los Angeles, June, 2012.

A. Curriculum

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

Religion

Reading/Literature

English

Spelling

Mathematics

Algebra

Science

Social Studies

Handwriting

Art

Music (K-5)

Physical Education

Computer Science

B. Academic Policies

The following letter grades are given in 3rd through 8th grade for academic achievement:

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% and below

The following letter grades are given in the 1st and 2nd grade:

O = Outstanding

G = Good

S – Satisfactory

NI = Needs Improvement

Honor Roll – Grades 5 - 8

1st Honors

GPA (overall) of 3.5 or above

2nd Honors

GPA (overall) of 3.0 or above

No D, F or NI in any subject area including Art, Music, PE, and Computer

No S or NI in any of the following areas:

Work habits, conduct/behavior

Report Cards/Progress Reports

Report cards are issued four (4) times a year to students in grades 2 – 8 during the week following the end of the quarter. Kindergarten students receive a progress report two (2) times a year and 1st grade receives a progress report three (3) times a year. Report cards are to be signed by the parent/guardian and returned to the teacher within three (3) days. Progress reports are sent home mid-quarter. Progress reports are to be signed by the parent/guardian and returned to the teacher the next school day.

Absences

Absences from school are strongly discouraged as they deprive the student of important classroom instruction and necessitate extra preparation for the teacher. Although the student may make up some of the work within a reasonable time, it is important that the parents understand that **the child's absence may significantly affect his/her grades.** Therefore, all family trips and other outings should be scheduled during the school holidays only.

No schoolwork will be prepared by the teacher to be completed while on vacation. The student is responsible for making up tests and assignments upon their return to school. A note must accompany the students return to class.

Homework

Maximum Homework time allotments for the average student:

Kindergarten	15 minutes
Gr. 1 – 2	45 minutes
Gr. 3 – 4	1 hour
Gr. 5	1 – 1 ½ hours
Gr. 6 – 8	2 – 2 ½ hours

Homework Grades 1 – 8

Late or missing homework will result in lowering of grade in subject and work habits.

Academic Difficulty Procedure (Grades 3 – 8)

In previous self-evaluation studies of the entire school program, parent's report that qualifies academic preparation is a primary reason for sending their children to St. Joseph School. Because of the effective partnership between the parents and teachers, the vast majority of students are very conscientious about completing their homework assignments as directed and in a timely manner. The teachers develop appropriate academic expectations and interventions for each student's grade level, which are communicated to the students and their parents at the beginning of the school year. Individual students may experience academic difficulty due to a lack of preparation of assignment, lack of class participation, a lack of attention in the classroom, a lack of self-motivation, or failure to simply turn in work that indeed has been completed at home the previous night.

The classroom teacher first communicates any concern directly with the student. If the student continues to experience difficulty, the teacher must contact the parent or guardian by telephone.

If the student continues to experience difficulty, student, parents, teacher, and the principal will explore the possible nature of the student's difficulty; social problems, lack of motivation, developmental issues. At any time the administration may also recommend or require testing, individual or family counseling and tutoring.

Finally, the student may be placed on Academic Contract by the teacher and principal.

If all the above procedures and interventions do not effect a positive change in the student's performance, the student may lose the privilege of attending St. Joseph School.

Sports Participation (CYO)

Students in grades 5 – 8 who participate in CYO sports must maintain a C or better in all subject areas in each quarter. Also, a student must have a G or better in behavior/work habits/ PE/ music/computer in each subject area per quarter. If the above requirements are not maintained at progress report time, students have until the end of the quarter to improve their grades. If no improvement is made students will not be eligible to play CYO sports in the following quarter.

Student Council

Students on student council must maintain a C or better in all subject areas in each quarter. Also, a student must have a G or better in behavior/work habits/PE/music/computer in each subject area per quarter to remain on Student Council.

Detention/Conduct Slip – All students

Students receive a detention for a serious or habitual breaking/ignoring of the school rules.

Detention will be served on Thursdays in the Learning Center from 2:30 to 3:00 pm. (30 minutes)

Detention and conduct slips will result in lowering of the student's conduct grade.

Two detentions may result in the loss of field trips.

Homework Referrals Grades 1 – 8

Late or missing homework will result in lowering of subject and work habit grades.

Cheating

The following constitutes cheating and will result in **zero** credit for the assignment involved and a detention will be given.

- Plagiarism (an idea, thought or work of another person used as one's own)
- Copying of homework from another student
- Giving completed homework to another student to copy
- Looking at another student's work during test taking
- Sharing information with other students that is not directed by the teacher

Parents will be notified immediately when cheating takes place.

Los Angeles Archdiocesan Discipline Criteria

1. Discipline:

Discipline in the Catholic School is to be considered as an aspect of moral guidance and not a form of punishment. The purpose of discipline is:

- a. To provide a classroom situation conducive to learning
- b. To promote character training, i.e., to cultivate the virtues that ensure right living and to redirect disorderly tendencies

2. General Discipline Guidelines (gr. 1-8)

- a. Disrespect shown towards faculty/staff or other students
- b. Cheating, plagiarizing or copying another student's work (this includes the loss of credit for the assignment or test for **both** students).
- c. Deliberate lying and/or falsifying of information (parent signature)
- d. Unacceptable conduct or language at school or school sponsored events.
- e. Fighting or picking a fight which incurs harm to another person
- f. Harassment of another student
- g. Disregard and violation of uniform, make-up, jewelry, and hair policy
- h. Two (2) tardies equals a detention

The principal is the final recourse in all disciplinary matters and can, for just cause, at her discretion, waive any disciplinary regulation.

1. Expulsion

- a. Reasons for expulsion are, but 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 of violence directed toward any school personnel or student
 - Open, persistent defiance of authority of the teacher
 - Continued willful disobedience
 - Use, sale or possession of narcotics
 - Use, sale distribution or possession of any alcohol for consumption purposes on or near school premises
 - Smoking or having tobacco
 - Stealing

- Willful cutting, defacing or otherwise injuring in any way property, real or personal, belonging to the school
- Habitual truancy
- Possession of harmful weapons or materials that can be used as weapons
- Continued and willful harassment of students
- Gang involvement which is detrimental to the safety and welfare of other students
- Graffiti of any kind

b. Procedure of Expulsion

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

1. A conference must be held with the parents or guardian, student, teacher, and principal present to advise the family that drastic action be 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 decision.
2. 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 conjunction with the principal. Archdiocese of Los Angeles Administration Handbook, 1992 edition
3. Any student accused of a felony may, at the discretion of the principal, be placed on home study until the issue is resolved. The principal is the final recourse in all disciplinary matters and can, for just cause, at his/her discretion, waive any disciplinary regulation.

Suspension

- a. Any of the reasons listed for expulsion but not limited to be adequate cause for suspension of a student.
- b. Notice of suspension shall be given to the parents by telephone, mail or other appropriate method within a reasonable time after the suspension advising of the fact of the suspension.
- c. The principal shall schedule a conference with a suspended student's parents to discuss matters pertinent to the suspension especially the means by which the parents and school can cooperatively encourage the student to improve behavior.

Abuse of Teachers

Any parent, guardian, or other person who upbraids, insults, or abuses any teacher of the school, in the presence or hearing of a pupil, is guilty of a misdemeanor.

Parent Responsibilities

1. Parents are expected to support and cooperate with teachers and administration in all matters pertaining to the students' total growth.
2. To participate in and financially support all fund raising activities as determined at registration time.
3. To pay the annual tuition in twelve (12) monthly payments from June '07 – May '08.
4. To work thirty (30) hours in one of the areas designated by the volunteer program or pay the \$800.00 volunteer fee at the end of school year. Five (5) of the 30 hours must be worked at the parish fair. The only exemption from the 5 hours is to pay the \$800.00 fee.
 - Parents who do not meet their financial responsibilities to St. Joseph School are asked to pick up all report cards in the principal's office.

Harassment Policy for Students in Catholic Schools Archdiocese of Los Angeles

St. Joseph School is committed to provide a learning environment that is free from harassment in any form. Harassment of any student by any other student, lay employee, religious or priest is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or sex. Harassment can occur any time during school or during school related activities. It includes, but is not limited to, any of the following:

Verbal harassment: Derogatory comments and jokes; threatening words spoken to another person;

Physical harassment: Unwanted physical touching, contact, assault, deliberate impeding 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: Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs;

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress;

2. Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual;
3. Such conduct has the purpose of effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile or offensive educational environment.

Specific examples of sexual harassment include, but are not limited to:

1. Making unsolicited sexual advances and propositions;
2. Using sexually degrading words to describe an individual or an individual's body;
3. Displaying sexually suggestive related jokes;
4. Telling inappropriate or sexually related jokes;
5. Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances;

It is the responsibility of St. Joseph School to:

1. Implement this policy through regular meetings with all administrators, including the pastor in the case of a parish school, enduring that they understand the policy and its importance;
2. Make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement;
3. Remain watchful for conditions that create or may lead to a hostile or offensive school environment;
4. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment;

It is the student's responsibility to:

1. Conduct him/herself in a manner which contributes to a positive school environment'
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing;
3. Consider immediately informing anyone harassing him/her that the behavior is offensive and unwelcome;
4. Report all incidents of discrimination or harassment to the principal;
5. If informed he/she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately:

Complaint filing and investigation procedures

The following procedures must be followed for filing and investigating a harassment claim.

Filing a claim:

- The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop.
- If the objectionable behavior does not cease immediately, the student must report the harassment to the principal, or to a teacher who will report it to the principal, or to the elementary supervisor if the principal is the subject of the allegation.

- Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another, same sex administrator if he/she prefers to do so.
- The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

Investigating a claim:

- The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations.
- If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.
- Once the facts of the case have been gathered, the principal, in consultation with the elementary supervisor, and, in the case of parish school, with the pastor, will decide what, if any, disciplinary action is warranted.
- The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination.
- If the complaint is against a non-employee or non-student such as a parent, parishioner, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

BULLYING

Bullying is a habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening words spoken to another person.

Bullying is a form of harassment which typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, 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 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.

Bullying is a form of harassment and may result in serious disciplinary action, up to and including expulsion. This policy shall be communicated clearly to faculty, staff, volunteers, parent/guardians, and students.

New Policies and Guidelines:

Non-Traditional Family: 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.

Student Threats: St. Joseph School needs your help in keeping our school safe for everyone. St. Joseph School will take seriously all threats to inflict serious harm to self or others. The school will respond to any statements or behaviors of a threatening nature, any behaviors by individuals that might pose a threat to the well being of students, staff or others and any weapons possession. St. Joseph School has an obligation to keep our school safe and will take this matter seriously. This is not an area for practical jokes or offhand comments, as recent events demonstrate. If you are aware of a threatening situation, you must immediately report it to the principal/teacher.

Medication: To protect all children and to conform to State Education Code, no student may bring any medication (prescription or non-prescription) to school. Only medication prescribed by a health 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 health office.

Physician/health care provider will write directions on the form. It must be signed and dated. Medications must be delivered by the parents or guardian to the health office coordinator 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 the 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

Dress Code for 2007 – 2008

The primary purpose of the dress code is to ensure that each student at St. Joseph School follows our community's uniform regulations in addition to appearing neat, clean, and well groomed. The faculty and principal handle infractions. It is the parent's responsibility to see that their children are neat, clean, well groomed, and dressed in accordance with this code. Parents should save themselves the inconvenience of having to come and pick up their child from school by making sure that all uniform requirements are met.

Uniforms must be clean and pressed at all times. Uniform shirts and blouses must be tucked in at all times. Parents will be called to pick up their child if they arrive in class not properly groomed.

St. Joseph School has a contract with Vicki Marsha Originals and all uniforms must be purchased from them exclusively.

Vicki Marsha Originals
5292 Production Drive
Huntington Beach, CA 92646
714/895-6371

**Kindergarteners –
Print shirt and school pants/shorts/skort.**

Boys – Grades 1 – 5

Shirt/Sweatshirt/Jacket

Blue polo knit shirt with school logo

Royal blue sweatshirt with school logo

Navy Sweater with school logo

Navy windbreaker/fleece jacket with school logo

Pants

Navy blue cords, navy twill shorts/pants, Shorts are not to hang below the knee.

Belts (black, dark brown, or navy blue) are required of students who wear shorts or long pants with belt loops. Shorts may be worn year round.

Boys – Grades 6, 7, 8

Shirt/sweatshirt/jacket

White knit polo shirt with school logo

Navy/royal blue hooded sweatshirt with school logo

Navy sweater with school logo

Navy windbreaker/fleece jacket with school logo

Pants

Navy blue cords, navy twill shorts/pants

Shorts may be worn year round. Shorts are not to be worn below the knee. Belts are required when pants/shorts have belt loops.

Note: Jackets other than school uniform jacket may be worn to and from school. Students may not wear them in the classroom or to church.

Girls – Grades 1 – 5

Shirt/Blouses/Sweatshirt/Jacket

Blue polo shirts or blue or white blouse

Royal blue sweatshirt with school logo

Navy sweater with school logo

Navy windbreaker/fleece jacket with school logo

White turtlenecks may be worn under the shirt/blouse for warmth. It may not be worn alone.

Pants/Skirt/Shorts

Uniform plaid jumper or skirt (may not be rolled up and no shorter than 3" above the knee).

Walking shorts in plaid or navy (may not be rolled up)

Long navy or plaid pants

Navy culottes

Girls – Grades 6, 7, 8

Shirts/sweatshirt/jacket

White polo shirt with school logo

Navy/royal blue hooded sweatshirt with school logo

Navy windbreaker/fleece jacket with school logo

Skirts/Pants

Plaid skirt or navy culottes (may not be rolled up and no shorter than 3” above the knee).

Navy blue or plaid walking shorts (may not be rolled up)

Belts are required when pants/shorts have belt loops

P.E. Uniform – Boys/Girls/Grades 4 – 8 only

Navy blue P.E. shorts

Light blue t-shirt with school logo

Proper fitting athletic shoe – No platform shoes of any kind

If students do not have a P.E. uniform, their grade will be affected.

Socks/Belts

Only white crew socks may be worn. No other socks will be allowed. Girls may wear white or navy tights. Please note that ankle socks or embellishments of socks are not allowed.

Belts are to be black, dark brown, or navy blue.

Shoes

A standard leather shoe is permitted on days when the student does not have P.E.

Athletic shoes are permitted on all school days but must be worn on P.E. days

Dominant color must be white, black, navy blue, brown or gray, (no bright neon tennis shoes/no trendy or novelty shoes)

No platform shoes allowed/no high top tennis shoes/no tennis vans or mules(slip-ons)

Doc Martins/Combat boots/hiking boots are not allowed

Open toe shoes are not allowed at any time

Shoe laces/white, black, gray to match shoes, no neon bright laces

Heelys are not allowed on campus at any time.

Hair/Nails/Cosmetics

Hair should be clean and should be worn in such a fashion that vision is not obstructed.

Bangs or sides of hair may not fall in the student’s face and must be held back with a clip or bobby pin. If hair is long and unruly, it should be tied back in a ponytail. No more than 2 hair ornaments. Hair ribbons, bands, etc. must be in the school colors of blue, gold or white. Boys’ hair should not touch the collar. Gels, mousse, hairspray, or oil are forbidden. No spiked hair, color change, bleaching or trendy hairstyle is permitted. No shaved heads sides or back (no scalp showing). Barber is not to use the #0 or #1 razor.

Nails must be kept clean, short, and only clear nail polish is allowed (no French

manicures or colored polish). Students may not wear cosmetics at any time. This includes eyeliner, mascara, lipstick, blush, or makeup of any kind.

Jewelry

Small religious necklace only

Post earrings, one per ear (girls only)

Watch/ring (not to be worn if safety is jeopardized)

No bracelets are allowed (exception for medical/official ID)

Uniform Policy

In Uniform:

Shorts or long pants with loops must wear a belt

Shirts must be tucked in at all times

Crew socks only may be worn (no ankle socks)

Regular (lower top) tennis shoes (no high tops, converse, hiking boots, platform tennis shoes)

Sweaters, sweatshirts, or jackets are not to be worn around the waist at any time

Out of Uniform

Rolling up skirts or shorts – skirts no shorter than 2” above the knee

Turning up short cuffs (may not be sewn shorter)

Sagging pants

Un-tucked shirts

High tops, converse, hiking boots, platform tennis shoes

Open toe shoes

Ribbons of color other than school color, blue, gold or white

Spiked, mousse, gel in hair

Or whatever principal and faculty deem inappropriate.

Consequences for uniform infraction:

No warning will be given for any uniform violation. A detention will be given for the first infraction. Habitual infractions will result in parent conference.

ALL UNIFORMS MUST BE LABELED WITH STUDENT’S NAME AND GRADE.

Admissions/Registration
Admission

Preference will be given to members of the parish who are baptized, registered and supportive of the parish.

Kindergartners must be five (5) years old by September 1. (Birth/Baptismal Cert required)

1st graders must be six (6) years old by September 1. (Birth/Baptismal Cert required)

Immunization record

Previous report card

Test results

Completed application and registration fee

Parents

Be a good model for your child by regularly attending Mass.

Participate in Sacramental preparation with your child.

Financial support of school by payment in full of fees and tuition.

Be involved in parish ministries and activities.

Registration

Please call the school office the October prior to admission. Your name will be placed on a waiting list for the following school year. The school will call you for testing once an opening is available.

Tuition – 2007- 2008

New Kindergarten Families

Application and testing fee	\$15.00
Registration fee	\$315.00 (June Tuition non-refundable)
12 monthly payments	\$315.00 (\$3780)

Parishioners Grades 1 – 8

1 child	\$315.00 per month (6/1/07 – 5/1/08 (\$3780)
2 children	\$445.00 per month (\$5340)
3 children	\$575.00 per month (\$6900)
4 children	\$675.00 per month (\$8100)

Parishioners Grades 1 – 8 + Kindergartner

1 child + K	\$515.00 per month (\$6180)
2 child + K	\$650.00 per month (7800)
3 child + K	\$695.00 per month (\$8340)

Tuition is paid in 12 monthly payments (6/1/07 – 5/1/08). June tuition is the registration fee and is non-refundable.

Tuition is due the 10th of each month.

Graduation Fee - Grade 8

Graduation fees are determined by the cost of the event, i.e., caps, gowns, diploma, retreat, yearbook, and other cost yet to be determined. All fees, including tuition, volunteer fees, must be paid in full by May 1, 2007. Fees paid after that date must be paid in cash or cashier's check.

In Lieu of Service/Volunteer Fee

Each family is required to complete 30 volunteer hours within the school year. If your schedule is not conducive to volunteer hours, you may pay the \$800.00 fee with your tuition by adding \$67.00 monthly. If your hours are not completed by May, 2007, you will be billed accordingly.

Late Charge/NSF Fees

A late charge of \$25.00 will be added if payments are not received by the 10th of each month.

A returned check fee of \$15.00 will be charged for NSF checks. Checks will not be resubmitted a second time and payment must be made by cashier's check, money order or cash for the remainder of the school year if a check is returned for non-sufficient funds.

Out of Parish/Non-Catholic Fee

Fees available in the office upon request.

Racial Non-discriminatory Policy

St. Joseph School admits students of any race, color, racial, or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, racial or ethnic origin, administration of its education policies, admission policies, scholarship and loan programs and athletic and other school administered program.

Sex Non-discrimination Policy

St. Joseph School does not discriminate against any applicant or employee because of sex and does not discriminate against any applicant or student in admissions, education programs and activities.

Behavior Rubric for K - 3

Outstanding “O”	<ul style="list-style-type: none"> • CONSISTENTLY displays “G” behavior without reminders • Always treats other the way you want to be treated (The Golden Rule) <ul style="list-style-type: none"> • Sets a great example
Good “G”	<ul style="list-style-type: none"> • Respectful attitude • Does not disrupt class (talking, shouting out, out of seat, listening, etc.) • Respects others’ (differences, space, property) • Displays good sportsmanship on the playground • Accepts responsibility for actions when corrected • Wears proper uniform daily (grooming) <ul style="list-style-type: none"> • O Behavior Notices
Satisfactory “S”	<ul style="list-style-type: none"> • Needs reminder of “Good” behavior • Displays inappropriate response when corrected <ul style="list-style-type: none"> • 1 Behavior notice within a quarter
Needs Improvement “NI”	<ul style="list-style-type: none"> • Needs CONSTANT reminders of “Good” behavior • 1 or more behavior notice within the quarter

Work Habits Rubric for K – 3

Outstanding “O”	<ul style="list-style-type: none">• CONSISTENTLY goes above and beyond “Good” work habits
Good “G”	<ul style="list-style-type: none">• Completes and turns in homework on time• Prepared for class (books and supplies)• Arrives promptly and settles down quietly and quickly• Follows directions/Stays on task<ul style="list-style-type: none">• Quality work (appearance, printing)• Good listening and attention skills<ul style="list-style-type: none">• Active participation• Works cooperatively with peers
Satisfactory “S”	<ul style="list-style-type: none">• Needs reminder of “Good” work habits
Needs Improvement “NI”	<ul style="list-style-type: none">• Needs CONSTANT reminders of “Good” work habits

Grades 4 – 8 Behavior Rubric

<p>Outstanding “O”</p>	<ul style="list-style-type: none"> • CONSISTENTLY displays “G” behavior without reminders • Follows “The Golden Rule” • Sets an excellent example <ul style="list-style-type: none"> • Has not received a behavior/uniform infraction notice
<p>Good “G”</p>	<ul style="list-style-type: none"> • Displays cooperative attitude <ul style="list-style-type: none"> • Demonstrates self-control • Respects rights, feelings, personal space and property of others • Displays good sportsmanship <ul style="list-style-type: none"> • Accepts responsibility and correction • Wears proper uniform daily • Uses appropriate language <ul style="list-style-type: none"> • Respects authority • Participates respectfully during liturgy/prayers • Has received no more than 2 infraction notices within quarter
<p>Satisfactory “S”</p>	<ul style="list-style-type: none"> • Needs reminder of “Good” behavior • Displays inappropriate response when corrected • Has received 3 infractions notices <u>or</u> 1 detention within quarter
<p>Needs Improvement “NI”</p>	<ul style="list-style-type: none"> • Needs CONSTANT reminders of “Good” behavior <ul style="list-style-type: none"> • Has received more than 3 infraction notices <u>or</u> more than 1 behavior detention within quarter

Grade 4 – 8 Work Habits Rubric

Outstanding “O”	<ul style="list-style-type: none"> • CONSISTENTLY goes above and beyond “Good” work habits • Has not received a work habits referral
Good “G”	<ul style="list-style-type: none"> • Arrives promptly and settles down quickly and quietly <ul style="list-style-type: none"> • Completes and turns in homework on time • Prepared for class – books and supplies • Uses time efficiently/stays on task <ul style="list-style-type: none"> • Follows directions • Turns in quality, independent work <ul style="list-style-type: none"> • Listens attentively • Participates in class • Works cooperatively • Cites references for others’ work • Has not received more than 2 referrals within quarter
Satisfactory “S”	<ul style="list-style-type: none"> • Needs reminders of “Good” work habits • Has received 3 referrals (and/or parent conference) within quarter
Needs Improvement “NI”	<ul style="list-style-type: none"> • Needs CONSTANT reminders of “Good” work habits • Cheats/plagiarizes (detention) <ul style="list-style-type: none"> • Has received more than 3 referrals (and/or parent conference) within quarter