



# ST. JOSEPH SCHOOL

BUILDING LEARNERS AND LEADERS SINCE 1913

## 2022-2023 PARENT RESOURCE GUIDE



2022-2023 School Calendar

August						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

February						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

May						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

March						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October						
8AM School Start						
		3 PM Dismissal				
		2 PM Dismissal				
		12 PM Dismissal				
		No School				

MISCELLANEOUS DAYS:
PGO Meets -2nd Tuesday of Every Month
08/22/2022- First Day of School
09/20/22- Gift Wrap Sale Begins
10/23-10/28/22- Red Ribbon Week
12/16/2022- Posadas Celebration
01/29-02/04/23- Catholic School's Week
02/05/23- Open House
02/12-02/17/23- Spirit Week
03/01/23- Ash Wednesday
04/03 & 04/04/23- Color Run
05/12/23- May Crowning
05/13/23- Mother Son Dance
06/06/23- Field Day
06/19/23- Summer School Begins!

ATTENDANCE
<p><b>Absences:</b></p> <ul style="list-style-type: none"> <li>• Please email <a href="mailto:Lramirez@stjoesa.org">Lramirez@stjoesa.org</a> when a child is absent &amp; DOJO the teacher. Give us the child's name, grade and reason for the absence.</li> <li>• Please submit a doctor's note for an absence to be excused.</li> </ul> <p><b>Late Arrival:</b></p> <ul style="list-style-type: none"> <li>• At 8:00, all students must be signed in through the front office</li> <li>• Arrival after 10:00 is considered a half-day absence.</li> </ul> <p><b>Early Pick-up:</b></p> <ul style="list-style-type: none"> <li>• Please call ahead</li> <li>• No student will be released 15 minutes before dismissal time</li> <li>• All students must be signed out through the front office.</li> </ul>

NO SCHOOL:
09/05/22 Labor Day; 09/19/2022- Edu. Conv.
11/11/2022- Veteran's Day
11/24 & 11/25/2022- Thanksgiving
12/19-01/02/2023- Christmas & New Year's
01/16/2023- Martin Luther King's Day
02/20/23- Presidents' Day; 03/17/23- Ed. Day
04/06-04/14/23- Easter Break
05/29/23- Memorial Day

EVENTS:
08/31/22- Back to School Night
09/16/22 & 02/17/23 ; 05/19/23- Jr. High Dance
09/30/22- Movie Night PGO
10/31/22- Halloween Parade PGO
11/21-11/22/22- Jog-A-Thon
12/14-12/15/22- Christmas Program(s)
01/20/23- Movie Night PGO
02/14/23- Valentine's Day Breakfast PGO
06/01/23- Baccalaureate Mass
06/02/23- Graduation

<p><b>We also publish a monthly calendar in our Weekly Newsletter</b></p>
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TRIMESTER DATES
<p><b>T1 - 08/22/22 through 11/16/2022</b>  <b>T2 - 11/17/2022 through 03/01/2023</b>  <b>T3 - 03/02/2023 through 06/07/2023</b></p>

# STUDENT SUPPLY LIST

Supplies	T K	K	1	2	3	4	5	6	7	8
BANDAIDS (1 box medium size bandaids)	1	1				2	1			1
BINDER, Hardcover, Plastic, 8-1/2"x11", 3 Ring, 1-1/2"		1					0		1	3
BINDER, Softcover, Plastic, 8-1/2"x11", 3-ring, 1-1/2"	1						0		1	
BINDER, <b>Dividers</b> for, 8-1/2" x 11"							0			1
BINDER, <b>paper</b> for							1			
BOOK BAG/BACKPACK, Large ( <b>NO WHEELS on Grs. TK, K, 1, 2 Bag</b> )	1	1	1	1	1	1	1	1	1	1
BOX, Plastic Storage, Shoe Size (ex: Rubbermaid, Sterlite)	1									
COMPOSITION NOTEBOOK ( <b>TK PRIMARY JOURNAL COMPOSITION BOOK</b> )	1					1	3	3	1	6
COMPOSITION NOTEBOOK (Wider Ruled ONLY)		2	2	4		1				
CRAYONS, Set of 24 Crayola (no other)	1	2	1	1	1	1	1	1	1	1
CRAYONS, Plastic container for (travel soap dish size)										
ELMER'S GLUE	1	1		1		1	1			1
ERASER, Pencil, Rectangular			1	1		1	1	1	1	
ERASER, Pen & Ink, Rectangular (no Liquid Paper)									1	
ERASER CAPS (NO Liquid Paper)			4	1						
FOLDER, Homework, with bottom pockets	2	2	3	3	3	6	3	3		1
GLUE STICK	5	2	4	4	4	4	2	1	2	
GRAPH PAPER <u>PAD</u> , (purchase in school office)							1	1		
HIGHLIGHTERS (yellow only)	1	1		1		2	2	1		
HIGHLIGHTERS (pink, yellow, green, blue)					1		1		2	3
INDEX CARDS, 3"x5"		1		1	1	1	1			1
KLEENEX <u>BOX</u> – large rectangular	2	2	2	2		1	1	1	1	1
MARKERS, Colored, Fine Point Set					1		1		1	
MARKERS, Colored, Wide Set		1	1	1	1		1			1
MARKERS, Sharpie, Black, Ultra-fine point		1	2	2	1		0		1	1
NOTEBOOK, Spiral, Single Subject		2				2	6	6		2
NOTEBOOK, Spiral, Single Subject, WIDE Ruled					4					
PAPER REAMS copy paper ( <b>500 sheets ream</b> )	2	2	2	2	2	2	2	1	2	3
CONSTRUCTION PAPER, colored				1			1	1	1	
PAPER TOWELS, Roll	1	1	1	1		1	1	1	1	1
PENCILS, #2, Sharpened box of 12 (not mechanical)			1	2	4	3	2	2	1	2
PENCILS, Colored, Sharpened box			1	1	1	1	1		1	1
PENCILS, Beginning Writer	2	2								

## STUDENT SUPPLY LIST

Supplies	T K	K	1	2	3	4	5	6	7	8
Pencil Box (small, Plastic)		1								
Dry Erase Markers (black only)	1	1	2	2	2	2	1	1	5	1
Pencil Pouch Only* (soft)		1	1	1	1	1	1	1	1	
Pencil Sharpener, Small, Handheld			1	1		1	1	1		1
Pens, Ball Point, Blue/black, Non-erasable					1	1	1		8	3
Pens, Ball Point, Red					1	1	1		2	2
Plastic Sheet Protectors (20 Minimum)		1		1			0			1
Ruler, 12", Metric & Inches				1	1	1	1		1	1
Scissors, Sharp (5")				1	1	1	1	1	1	1
Wet Wipes (for Hands/face)-large Container	1	1	1	1	1	1	1	1	1	1
Baby Wipes	1	1	1					1	1	1
Hand Sanitizer (if possible)	1	2	2	1			1	1	2	1
Watercolor Set – 8 Colors Minimum	1	1		1	1	1	0			
Scissors, blunt	1	1	1				0			
Sterilite plastic box 8 ¾ l by 5 ½ w by 2 ½ h			1				0			
Colored dry erase markers	1	2	3	1	1		4			1
Box of Gallon size plastic bags	1	1		1	1		1			
Cloth Book Covers							0	1	3	1
Pack of 11x14 Posters								1	1	1
<b>Technology Requirements:</b>										
Earphones/earbuds – 1 Pair)	1	1	1	1	1	1	1	1	1	1

Please make sure to label all supplies with the student's name.

Grades 3-8: NO Trapper Keepers please!

Grade 5: No airpods or bluetooth headphones.

### TK Only

One full set of extra clothing labeled in a plastic bag.

One small blanket for napping.

## Bell Schedule

MORNING DROP-OFF		
AM DAYCARE	FRONT DOOR	6:45 AM- 7:45 AM
MORNING DROP OFF	SIDE GATE/LOADING ZONE	7:45 AM -8:05 AM
LATE DROP OFF	FRONT DOOR	AFTER 8:05 AM
<b>*DROP OFFS BEFORE 7:45 AM WILL BE CHECKED INTO MORNING DAYCARE</b>		
<b>*STUDENTS SHOULD BE IN CLASS BY 8:05 AM</b>		
REGULAR DAY DISMISSAL 3:00 PM		
PICK UP	SIDE GATE/LOADING ZONE	3:00 PM -3:15 PM
LATE PICK-UP	FRONT DOOR	AFTER 3:15 PM
<b>*LATE PICKS UPS: STUDENTS MUST BE SIGNED OUT. AFTER 3:14 PM STUDENTS ARE SIGNED INTO AFTERNOON DAYCARE</b>		
EARLY RELEASE DISMISSAL 12:00 PM		
PICK UP	SIDE GATE/LOADING ZONE	12:00 PM -12:15 PM
LATE PICK-UP	FRONT DOOR	AFTER 12:15 PM
<b>*LATE PICKS UPS: STUDENTS MUST BE SIGNED OUT. AFTER 12:14 PM STUDENTS ARE SIGNED INTO AFTERNOON DAYCARE.</b>		
EARLY RELEASE DISMISSAL 2:00 PM		
PICK UP	FRONT DOOR	AFTER 2:15 PM
<b>*LATE PICKS UPS: STUDENTS MUST BE SIGNED OUT. AFTER 2:14 PM STUDENTS ARE SIGNED INTO AFTERNOON DAYCARE.</b>		

## TARDY POLICY

We hope that this policy will encourage our students to be ready for school each morning, and for parents to get them here on time. **The school day begins at 8:00 am each day.** In an effort to curb chronic tardiness, and recognizing that our young students are brought to school by their parents who drive them or walk them to campus, St. Joseph School has adopted the following policies:

- Students will be considered tardy if they are not inside the gate by 8:00 am. or when it closes in the morning.
- Excessive tardies affect student success. Students with chronic unexcused tardies (10+ per trimester) may result in a parent conference with the principal and/or further disciplinary action.

### PE Schedule- TBD

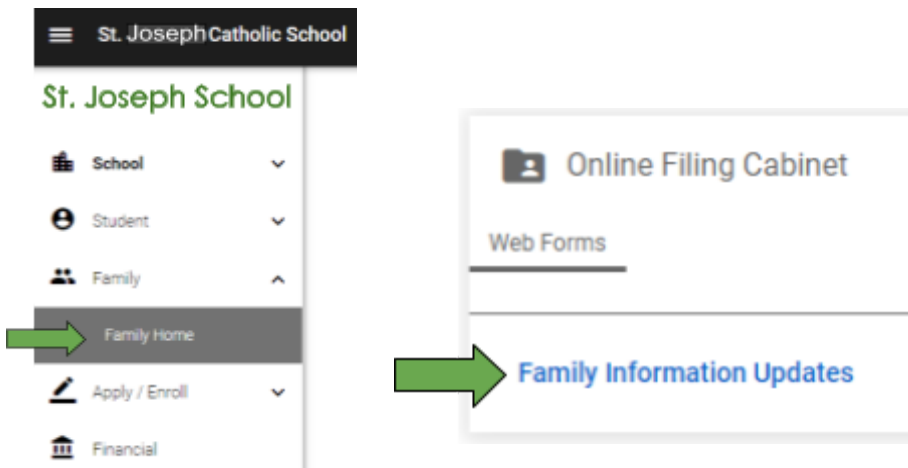
- **Please Provide A Water Bottle For Your Child**
- **Students are Allowed to Wear Their PE Uniform All Day**
  - If PE lands on a Mass day- Student will be able to change into PE uniform after Mass

### Mass Schedule 8:30 am-Wednesday

- **Students must wear their Mass Uniforms On Mass Days**

## FAMILY & EMERGENCY INFORMATION UPDATE GUIDE

The FACTS Family portal will allow you to update any of your family information that we have in our records, including emergency and pick-up contacts, medical information, and the most up to date contact information. Helping us maintain this information current will allow us to better communicate important information with you, as well as better respond to emergency situations.



## Financial Disclosure

### Annual Tuition

One Child	\$5,400	<ul style="list-style-type: none"> <li>❖ Pay tuition upfront for the entire school year and receive \$700 per student. Tuition must be paid no later than August 31, 2022. <b>Ineligible for discount if receiving tuition assistance</b></li> <li>❖ FACTS financial aid application available online for grades TK - 8th at: <a href="https://online.factsmtg.com/aid">online.factsmtg.com/aid</a></li> <li>❖ FACTS Tuition Fee - Yearly FACTS fee applies to payment plans. Based on the number of installments selected.</li> </ul>
Two Children	\$9,950	
Three Children	\$13,625	
Four Children	\$16,450	

### School Fees

Enrollment Fee (Registration)	\$350	Applies to all new and returning students, due as part of the enrollment packet submission.	Paid via online enrollment.
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### Family Commitments

Service Hours	20 hours of service at the school annually or <b>\$400.00</b> in place of service hours.
Fundraising Commitment	Each family is required to achieve their Annual Fundraising Commitment of \$ <b>450.00</b>
The portion of the commitment(s) not met will be due via FACTS. <b>Unservd hours are billed on a bi-annual basis at a rate \$20/Hour via your FACTS incidental plan.</b>	

### Extended Care Service

Extended Care is available no earlier than 6:45 am and no later than 6:00pm. You may register your child for a flat rate plan at the time of registration (please see <a href="#">Parent Resource Guide</a> for more options), or use this service on a drop in basis for the <b>Drop-in Rate of \$5.00/hr per student.</b>	Student(s)	Flat Rate Morning	Flat Rate Afternoon
	1 Child	\$30.00/month	\$100.00/month
	2 Children	\$40.00/month	\$135.00/month
	3 Children	\$50.00/month	\$150.00/month
	4 Children	\$60.00/month	\$165.00/month
<b>There will be a \$2.00 fee per minute per child after 6:00 P.M.</b>			

### Activities

Eighth Grade Graduation Fee	\$300.00 payable through FACTS (Does not include sweatshirts)
First Communion Fee	2nd Grade - <b>\$50.00</b>
Band / Elective	4th Grade - <b>\$200.00</b> - Recorders / <b>\$250.00</b> - Drumline or Jazz Band 5th-8th Grade - <b>\$300</b>

### Other Fees / Activities

Field Trips	Individual classrooms during the school year; additional fees apply. <b>No refunds or credits on field trips for non-attendance.</b> Bake sale funds raised do not apply towards field trips.
School Uniforms	Order through Dennis Uniform.
Sports Fees	Involvement in after-school sports is optional and available to Grades 4-8; additional fees apply
Hot Lunch	Charged through FACTS based on lunches served. All lunch related fees are payable through FACTS Family Portal. Please see the <b>Parent Resource Guide</b> for more details.
Student Supplies	Purchased by parents using supply list provided in the Parent Resource Guide
Yearbooks	Available for purchase at the end of the school year.



## Service Hour Expectations

- ❖ 20 service hours required at the school annually or buy-out fee of \$400.00 in place of service hours.
- ❖ All Participation Expectations are subject to change if the program is revised during the year.
- ❖ Every person is responsible for signing in and out when volunteering at every event. In the event that you are volunteering for a 'non-event' you are responsible for filling out a "service hour slip" at the front office.

### These are some options for Service Hours

#### School/Office Donations

All items must have a receipt submitted at the time of donation. Parents may earn one service hour for donations if accompanied with a receipt. Donations given by third-parties on behalf of a parent/student may not be eligible for service hour credit and must be approved by the principal prior to the donation received.

#### Day Care

Please schedule your time with the day care coordinator.

#### Room Parents:

Your assistance could consist of student activities, decorating, copies, etc. Sign up at the School Office.

#### Other

Opportunities to fulfill your family's service hours will become available throughout the year. Please read our weekly newsletter for new opportunities.

## Fundraising Commitment

- ❖ Each family is required to raise a minimum of \$450 for the year
- ❖ The Fundraising Commitment Fee can be offset by participating in the following fundraising opportunities offered by our school.

### Fundraising Opportunities

### Commitment

#### Spring Catalog Sale

50 % of Sales go to towards your Commitment Fee.

#### Fall Catalog Sale

#### Various Opportunity Drawings

100% of sales eligible towards Commitment Fee.

#### Jog-A-Thon

100 % of funds turned in go towards your commitment fee.

## Billing and Credits

- ❖ Service and fundraising credits will be periodically added to your incidental account. These credits are applicable only to the balance they are credited to (Family Fundraising Commitment/Service Hours) and **cannot be used for any other school fees or refunds.**
- ❖ Fundraising credits earned beyond the minimum will automatically be credited towards service hours prior to drafting the unserved commitment fee. **All surplus credits for the year will be removed in June.**
- ❖ Contact the front office by phone or email regarding any discrepancies.

9/7/22 to 1/28/23 Cycle 1

10 Hours

\$225 Funds Raised

1/31/23 to 5/27/23 Cycle 2

10 Hours

\$225 Funds Raised

To view current fundraising/hours balance log into your FamilyPortal

Randolph Aguilar #5095548045

Term:

2021-2022 School Year

View Payment Summary

FACTS Payment Processing Policies

Schedule

Transactions

Balances

Payments Made

Changes

#### Transactions

All

All Customers/S

Service Hours

Or Family Fundraising\*

Print



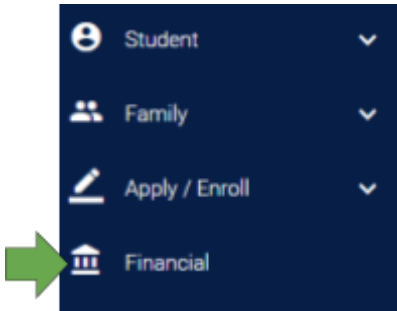
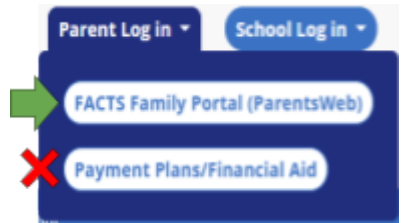
## FACTS Family Online

We have now completed our transition to **FACTS ParentsWeb!** – a private and secure parents' portal that will allow parents to see financial and academic information specific to their children, while protecting their children's information from others. From this portal you can see your child's grades and attendance, manage their medical information and emergency contacts and see other important updates regarding our school.

Here's how to access our easy-to-use

### ParentsWeb:

- In Chrome, Firefox, Safari, or Internet Explorer go to [www.factsmgt.com](http://www.factsmgt.com) and click **Parent Login**, then select **FACTS Family Online (ParentsWeb)**.
- Type the school's **District Code: STJO-CA**



Once logged in, click the “Financial” button to review your account. For more details, please click on the “Financial Home” button.

If you need to reschedule a payment date, please contact our front office. For questions regarding your account, please contact them at : **1-866-412-4637**

### FOR YOUR OWN RECORD

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Username

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Password

# HOT LUNCH PROGRAM



Our St. Joseph School kitchen serves hot, nutritious lunches daily. Meals, foods and beverages served at schools meet state and federal requirements, which are based on the [USDA](#) Dietary Guidelines. You may qualify for Free or Reduced Lunches under the **National Lunch Program**. We encourage everyone to apply as soon as possible as applications take 10 days to process.

- ❖ **This year's cost per meal is \$4.75**
- ❖ Payments are due the **1<sup>st</sup> & 15<sup>th</sup>** of each month via **FamilyPortal**

**Due to COVID-19, necessary changes have been made to our lunchtime policy.**

- Students must bring a sack lunch or purchase a hot lunch from school
- Lunches and snacks will no longer be permitted to be dropped off or delivered to school during school hours.
- Parents are required to order their child's lunch at least 2 days in advance online via FACTS ParentsWeb
- All lunches served are charged to the student's account at the end of the day

## How to order:

- Log into your Family Portal
  - ◆ Click **"Student"**
  - ◆ Click **Lunch**.
  - ◆ Click **Create Web Order** to create a lunch order for the student.
  - ◆ Click the student name for which you wish to place an order.
  - ◆ Click the date to place an order.
- Type the number of items to order for the student in the **Quantity** column.
  - ◆ Repeat for all dates and all students.
  - ◆ The **Grand Total** is listed at the bottom.
- Click **Order Items**

**Please note:** Ordering lunch does not mean you will be charged for the lunch. We will **ONLY** charge a lunch if your child **RECEIVES** the lunch.

## A few answers to common questions regarding our lunch program

- Q. Can my *child's teacher* tell me what I owe for lunch?
- A. No, All lunch information is available on your FACTS SIS account.
- Q. *My child forgot his/her lunch at home; can they still get a school lunch?*
- A. Yes, a student who has forgotten lunch may pass through the lunch line and purchase a school lunch
- Q. *Can my child get uneaten leftover lunches from the share cart instead of purchasing a lunch?*
- A. No. COVID- 19 safety guidelines does not allow use of Share Carts in food service. Please make sure to pack your child lunch or order from school.
- Q. *My child received free or reduced lunches last year, do I need to reapply?*
- A. Yes, Families must reapply every year to participate in the National Lunch Program.

# EXTENDED CARE POLICY

We offer extended care to all St. Joseph School students if a child needs to be on campus before or after school hours. It is available no earlier than 6:45am and no later than 6:00pm. You may register your child for a flat rate plan, or use this service on a drop in basis.



Drop In Rate *	
\$5/Hr	Billing begins 15 minutes after dismissal

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

- ❖ **Extended Care rate plan changes are limited to once a year.**
- ❖ Children may stay until closing time at 6:00 P.M. **There is a \$2.00 per minute charge per child for each minute after 6:00 P.M. that your child(ren) remain(s) in Extended Care.**
- ❖ Extended care will not provide supplies such as crayons and pencils.
- ❖ Hourly Extended care will be billed in 15 minute increments
- ❖ Children will be released only to persons listed in the emergency contacts listed in the **FACTS ParentWeb** portal in the event that Parent/ Guardians are unable to pick them up on any given day.
- ❖ Person picking up their child from Extended care is required to sign them out
- ❖ Payments are withdrawn monthly from FACTS, non-payment for more than 2 months the school will be open to suspending further use of Extended care.
- ❖ Your extended care account must remain in good standing in order to continue to use the service. If your account becomes delinquent, St. Joseph School reserves the right to suspend your child from using this service.
- ❖ The listed adults will be required to show proper identification at the time that child(ren) is(are) signed out of the program. At that point, St. Joseph School and the Extended School Day Care Program staff relinquish all responsibility of participating child(ren).
- ❖ Parents are REQUIRED to sign out students before removing them from campus if using the service.
- ❖ If you need to add someone to the emergency contact after dismissal, please email Angie Contreras.

**For any questions, please contact our program director:  
Angie Contreras at [acontreras@stjoesa.or](mailto:acontreras@stjoesa.or)**

# SAFE ENVIRONMENT

Every school and parish in the Diocese of Orange has been mandated through the *Charter for the Protection of Children and Young People* to provide that “every volunteer and employee who works with children must receive safe environment training ,go through the background screening (fingerprint) process, and submit COVID-19 Volunteer Vaccination Status form”. According to California law, no employee or volunteer who has direct contact with children may be employed or volunteer until clearance of fingerprints has been verified. This clearance remains in effect during the time you have an association with St. Joseph School and/or another diocesan school in the Diocese of Orange.

In addition, you must complete a course online that reviews the warning signs and procedures that must be taken into account as part of the ***Charter for the Protection of Children and Young People***. Certification of when the course was completed must be provided to our front office for this course.

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## In order to complete the online training course:

1) Go to <https://orange.cmgconnect.org>

2) Create a new account by completing all the boxes under “Register for a New Account.” Be sure to select:

- St. Joseph School - Santa Ana (as your location)
- **Volunteer** (as your role)
- I participate as a/an:
  - ☒ **Safe Environment Training** (All volunteers must check this box)
  - ☒ **Volunteer** (Check this box only If you will be completing the separate “Driver Application”)

3) Click “Start Curriculum” **ONLY** for the course “Safe Haven - It’s Up to You - Orange”

Your main learning dashboard will show you all of the requirements and *optional* training curriculums. If you would like to apply to be an eligible driver, please pick up a driver application from the front office before completing the safe driving course.

4) Once training is completed, you can access your completion certificate by returning to the training dashboard and clicking ‘Download Certificate’.

5) Please submit the certificate to the front office in person or via email to [Iramirez@stjoesa.org](mailto:Iramirez@stjoesa.org)

# SCHOOL UNIFORM GUIDELINES

The primary purpose of our uniform policy is to help our students learn to take in their personal appearance by coming to school neat, clean and well groomed. We ask you to review the following uniform code with your child(ren) so we will all be following the same guidelines.

## **GIRLS' SCHOOL UNIFORMS**

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

**Grades 6-8:** Skirt (Christopher plaid); short-sleeved white blouse (Peter Pan collar), white polo shirt, or green St. Joseph insignia shirt to be worn tucked-in; green cardigan sweater or school insignia sweatshirt (green or white); white "crew" socks. Green or white knee-high socks are allowed. All socks must be without logos.

**Grades 6-8 only - The zippered "sweatshirt" jacket from Dennis Uniform is optional.**

**Grades TK-8:** Girls may choose to wear khaki color walking shorts, skirts or pants from Dennis Uniform Company. Shorts, skirts or pants can be worn with either the white polo shirt or green St. Joseph (with school insignia) polo shirt. Belts must be worn with walking shorts or pants. Belts must coordinate with the uniform, be non-ornamental, and without advertisement or initials. Make-up, nail polish, lipstick / lip gloss are inappropriate for school and may not be worn. One pair of simple stud earrings may be worn. Hoop or dangling earrings may not be worn. Costume jewelry is not part of the uniform and may not be worn. Students may wear a watch, a ring, or a religious necklace. Hair must be neatly groomed and in good taste. Dying, coloring or tinting of hair is not allowed. Bows or hair clasps must be simple, not distracting or elaborate.

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

## **BOYS' SCHOOL UNIFORMS**

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

**Grades 6-8 only - The zippered "sweatshirt" jacket from Dennis Uniform is optional. Grades**

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

## GENERAL GUIDELINES

- Tattoos, marks, or drawings on the body are forbidden.
- Boys and girls must wear the St. Joseph green P.E. Shorts and T-shirts or a plain T-Shirt for P.E. Class.
- Only the school sweater or school sweatshirt may be worn over the uniform shirt or blouse in the classroom and at liturgical celebrations.
- Only a plain white T-Shirt or the St. Joseph School T-Shirt may be worn under the school uniform.
- Tennis shoes may be worn. They should be a plain color to coordinate with the uniform.
- NO Sandals
- All uniforms must fit properly; oversized or baggy clothing may NOT be worn.
- EACH ARTICLE of your child's uniform is to be clearly **marked with name and grade.**

## **PHYSICAL EDUCATION (PE) UNIFORM**

The PE uniform for both boys and girls includes the green St. Joseph School PE Shorts and St. Joseph School PE shirt. Plain white socks without logos and tennis shoes complete the uniform. Shoes other than tennis shoes may be unsafe for physical activity and are not allowed for PE. In cold weather, green sweatpants and sweatshirts with our school logo may be worn. School uniforms must be purchased through Dennis Uniform Company.

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### About DENNIS

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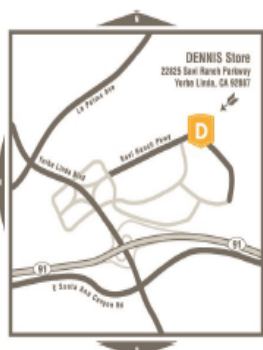
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VISIT YOUR DENNIS STORE FOR ST. JOSEPH SCHOOL UNIFORMS:

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(714) 637-8928

Check Our Website for Store Hours

### QUESTIONS?

Live Chat: [dennisuniform.com](http://dennisuniform.com)  
Email: [customerservice@dennisuniform.com](mailto:customerservice@dennisuniform.com)  
Call: (800) 854-6951



The Diocese of Orange, Office of Faith Formation  
**ACCEPTABLE USE POLICY (AUP) FOR  
CATHOLIC SCHOOLS**



**All Network Users**

**Purpose**

The Diocese of Orange Catholic Schools provides a network and an Internet connection to:

- support the Mission of the Catholic Church
- promote educational excellence
- promote resource sharing
- promote innovative instruction
- promote communication
- prepare students to live and work in this century

Teachers, other members of the instructional staff, and administrators are authorized to use the network and Internet connections for instruction, professional development, training, research and communications related to curriculum.

Students are authorized to use the network only for educational learning, research and communication.

The Acceptable Use Policy covers all areas relating to technology including, but not limited to, all hardware, software, data, communication lines and devices, terminals, printers, disk drive devices, flash drives, tape drives, firmware, servers, desktop and laptop computers, handheld media devices, school Websites, the Internet as well as local and wide area networks. Use of these devices during and after school must be (1) in support of education and research, (2) for school business, (3) in support of the mission of the Diocese of Orange Catholic Schools and St. Joseph School and (4) in accordance with all state and federal regulations.

The informational technology system at each school facilitates the sharing of information with local communities including parishes, parents, stakeholders, students and the community at large. The technology system also provides the capability to communicate globally especially for educational global project based learning.

Access to St. Joseph School technology is a privilege not a right. Violation of any of the provisions described in this document will result in disciplinary action.

**The Diocese of Orange, Office of Faith Formation**  
**ACCEPTABLE USE POLICY (AUP) FOR CATHOLIC SCHOOLS**  
**Student Acceptable Use Policy**

Effective performance of computer and telecommunications networks, whether local or global, relies upon end users adhering to established standards of proper conduct. In general, this requires efficient, ethical and legal utilization of network resources. Use of all school technology items and systems must be consistent with the educational objectives and mission of the Diocese of Orange.

Each student and parent or guardian shall sign an Acceptable Use Policy Agreement before gaining access to the St. Joseph School network system. Any student who fails to comply with the terms of this policy or the regulations developed by the Diocese of Orange may lose system privileges. Students may also be subject to disciplinary measures including appropriate legal action for violation of this policy or implementing regulations.

**A. Illegal Activities**

- a. No attempts to gain unauthorized access to accounts are permitted.
- b. Any type of vandalism or destruction is not permitted and will be strictly disciplined.
- c. Transmission of any material in violation of local, state or federal law is prohibited. This includes but is not limited to: copyrighted materials, threatening or obscene materials, or material protected by trade secrets.
- d. Users will not plagiarize any materials from the Internet or any other electronic sources.
- e. Users will not attempt to circumvent or bypass filtering systems and firewalls.

**B. System Security and Personal Safety**

- a. Network accounts may be used only by the assigned authorized users.
- b. Passwords are to be kept private and not shared.
- c. Users will immediately notify the teacher in charge if they have identified a possible security problem or receive any messages that are inappropriate, offensive or make them feel uncomfortable.
- d. Personal information such as addresses, phone numbers, and financial information shall not be included in network communications.

**C. Inappropriate Language**

- a. Students will conduct themselves in a manner that is appropriate and properly represents St. Joseph School while using any technology device and the Internet.
- b. Use of obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language, and acronyms and abbreviations is expressly forbidden.
- c. Information will not be posted that, if acted upon, could cause damage or disruption to the learning environment or violate the teachings of the Catholic Church.
- d. Users will not harass or otherwise engage in personal attacks.
- e. Users will not participate in any form of cyber bullying.

**D. Inappropriate Use of System**

- a. Use of programs or resources for non educational purposes is prohibited.
- b. Internet use for commercial purposes, financial gain, personal business, product advertisements, or political lobbying is prohibited.
- c. Users will not engage in spamming or other illicit computer activities.

**E. Social Media and Other Technologies**

- a. The Diocese of Orange does not support or approve of the use of social media under the age required limits set by the social media terms of service.

- b. Facebook and other social media sites are not a school function. As the primary educators of their children, it is the parents' responsibility to monitor social media and its correct use. Social media should be aligned with and reflect Catholic values in content created and posted by the individual user.
- c. Should an issue regarding posts, comments, or other social media interactions be brought to the "school name's" attention, the school may exercise its right to administer disciplinary action for those involved.

### **Limitation of Liability**

The Diocese of Orange and St. Joseph School make no warranties of any kind, whether express or implied, for the service provided. The Diocese and School will not be responsible for any damages suffered while on the network and the Internet. These damages may include loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence, errors or omissions. The Diocese of Orange and St. Joseph School specifically deny any responsibility for the accuracy or quality of information obtained through the Internet services. Further, the Diocese of Orange and St. Joseph School are not responsible for any unauthorized charge or fee resulting from use of the school's technology system.

### **Rights of Privacy**

Students have no right of privacy and should have no expectation of privacy in materials sent, received or stored in the St. Joseph School network, web-based subscriptions and/or technology devices used by the students.

### **Violations/ Due Process**

The Diocese of Orange and St. Joseph School will cooperate fully with local, state and federal officials in any investigation concerning or relating to any illegal activities conducted through the school's network or any other school technology device. In the event that there is an allegation that a student has violated the Acceptable Use Policy, the student will be presented with the charges and provided an opportunity to present an explanation before further disciplinary actions are taken. Disciplinary actions will be tailored to meet the specific concerns related to the violation and to assist the user in gaining the self-discipline necessary to behave appropriately on an electronic network. Disciplinary actions are in accordance with the St. Joseph School handbook and may include the following:

- Removal from the network
- Suspension/Expulsion
- Law enforcement involvement

### **Search and Seizure**

An individual search may be conducted when there is reasonable suspicion that the user has violated the law, or broken school handbook policies. The nature of the search/investigation will be reasonable and in keeping with the nature of the alleged misconduct as per the Acceptable Use Policy.

### **Accidental Damage, Loss/Theft of Device**

St. Joseph School is not responsible for any accidental damage or loss/theft of school-owned devices once issued to individual students. Parents/Guardians are responsible for the cost of repair/replacement of the device resulting in accidental breakage or loss/theft.

- 1st Instance of Damage: 50% of the cost of repair/replacement of the device
- All additional Instances of Damage: 100% of the cost for repair/replacement
- Theft/Loss of Device: 100% of the cost for device replacement

**The Diocese of Orange and St. Joseph School reserves the right to update and change the Acceptable Use Policy at any time. Your continued use of technology at St. Joseph School implies your consent to such changes.**

## SCHOOL-WIDE LEARNING EXPECTATIONS

St. Joseph School is dedicated to offering a challenging curriculum that is standards-based and assessing student learning on an ongoing basis. We use data to inform our decisions on methodology, curriculum, and resources. Our SLE's were designed to be educational outcomes and flexible enough to be measurable at each grade level. Upon graduating, faithful application of these SLE's should lead our students to have the academic skills to compete in a global society and the spiritual maturity to help transform the world around them.

**J**ust Citizens  
**O**utstanding Academics  
**S**tewardship  
**E**ffective Communicator  
**P**rayerful  
**H**ealthy

## ST. JOSEPH SCHOOL PRAYER

*"Father, open my heart so I can hear your spirit. Lead me to be the best I can be. Healthy, Prayerful, a Just Citizen, an Effective Communicator and a Good Steward in the gifts you have given me, help me to focus on my studies and contribute to the Saint Joseph community."*

## NON-DISCRIMINATORY POLICY

"Every person, as a child of God, regardless of race, condition or age has equal dignity and an inalienable right to an education. Therefore, no qualified student will be denied admission to this school on the basis of sex, race, color, or national origin." (Catholic Schools Department of Education Administrative Handbook 4110)

# **STANDARDS FOR ALL SCHOOL WORKERS REGARDING INTERACTION WITH YOUTH**

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

# CAR LINE DROP OFF AND DISMISSAL POLICY

To ensure the safety of our students and to reduce traffic incidents on Civic Center Drive we have improved our drop off and pick-up procedures.

THERE WILL BE NO PARKING ON CIVIC CENTER DRIVE IN THE WHITE ZONE.

## Morning Procedure:

Parents who wish to drop off their children in the morning may pull up in the White Zone along the curb on Civic Center while children exit the vehicle. Cars may not park in the white zone at any time. Parents are advised to pull their car up as close to the driveway at the gate as possible. In this way each car will pull up, students will exit the car, and cars may pull out and proceed east on Civic Center.

## Dismissal Procedure:

Parents who wish to pick up their children at the gate on Civic Center will be part of a continuously moving car line. Cars may not park in front of the school in the White Zone .

The White Zone area will be for a moving car line ONLY that proceeds down from the corner of Lacy Street and moves eastbound, in front of the school on Civic Center Drive. If your child/children are not present at the gate and ready to enter the car when it pulls up, the car will pull away, turn right at Garfield, and proceed around the block to re-enter the car line at Lacy and Civic Center.

Parents who wish to park and walk their children off of the campus may park in the lot across the street from the school and walk on campus to pick up students and walk them back to their car, using the crosswalk at Civic Center and Lacy. Parking will be available in both Civic Center lots.

Students in the Transitional Kinder Class must be picked up in person and signed out by a parent each day. They will not participate in car line.

Please make sure your child knows whether they are going to be picked up at the gate or will be attending Day Care after school. Only children who are to be picked up in a car will be brought to the gate area at dismissal.

[illegible]

## FACULTY & STAFF DIRECTORY

Mrs. Ramirez	sramirez@stjoesa.org	Principal
Mrs. Garza	mgarza@stjoesa.org	TK
Mr. Barrera	rbarrera@stjoesa.org	Kindergarten
Mrs. Avina	eavina@stjoesa.org	1 <sup>st</sup> Grade
Mrs. Brennan	kbrennan@stjoesa.org	2 <sup>nd</sup> Grade
Mrs. Estrella	estrella@stjoesa.org	3 <sup>rd</sup> Grade
Mrs. Kilgore	akilgore@stjoesa.org	4 <sup>th</sup> Grade
Mr. Pham	pham@stjoesa.org	5 <sup>th</sup> Grade
Ms. Perez	nperez@stjoesa.org	6 <sup>th</sup> Grade
Ms. Cardoos	cardoos@stjoesa.org	7 <sup>th</sup> Grade
Ms. Avila	javila@stjoesa.org	8 <sup>th</sup> Grade/VP
Mr. Garza	agarza@stjoesa.org	PE Coach
Mrs. Martin	tmartin@stjoesa.org	Catapult
Ms. Kuruppu	mkuruppu@stjoesa.org	Catapult
Mrs. Angie	acontreras@stjoesa.org	Daycare Dir

## OFFICE

Mrs. "Liz" Ramirez	lramirez@stjoesa.org	General Information
Mrs. Pulsifer	cpulsifer@stjoesa.org	Financials / FACTS
Mr. Prieto	mprieto@stjoesa.org	Maintenance

### Office Hours

**Monday - Friday**  
7:00am - 3:30pm

**608 Civic Center Dr E.**  
**Santa Ana, CA 92701**

**Phone: 714-542-2704**  
**[www.stjosea.org](http://www.stjosea.org)**