

SECTION A: GENERAL INFORMATION

Philosophy

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

We value the participation of parents and their interests in the education of their children. We believe that parents have the primary responsibility for the education of their children. We realize fully the sacrifice parents make to have their children here; therefore we take most seriously our privilege and responsibility to educate these children to the best of our ability.

Mission Statement

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

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

Code of Christian Conduct

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

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

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

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
- Students and parents or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.

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- Any parent or guardian or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.
- Any parent or guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of his or her child in the school.
- These expectations for students and parents or guardians include, but are not limited to; all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.). The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning.

Staff Roles and Responsibilities

Administrative

The Pastor: is ex-officio the chief administrative officer of the parish school. He implements the policies of the Archdiocesan Catholic School Board in the parish school and, on points not covered by archdiocesan policy; he determines policies consistent with Board policy and appropriate to the needs of the school. The immediate direction and supervision of the school program is, however, delegated to the principal. The pastor has administrative, personnel, financial, and spiritual responsibilities in relation to the school. The immediate direction and supervision of the school program, is, however, delegated to the principal.

The Principal: as the delegate of the Pastor, has immediate responsibility for implementing the philosophy of the school in its regular operation. He/she is responsible for administering the entire school program, supervising the staff and the instructional program; relating with the parents, the parish, and the general public.

The Assistant Principal: assists the principal in fulfilling his/her many responsibilities. While the principal remains the person in charge, the vice principal is given the necessary authority to carry out some of the duties of the principal.

Instructional

The Religious Faculty is comprised of the Carmelite Sisters of the Most Sacred Heart of Los Angeles. This religious community is engaged in teaching, care of the sick and elderly, retreat work, and day care centers. The Carmelite Sisters have been at St. Joseph School since September 1968.

The Lay Faculty comprises an integral and important part of the faith community as full-fledged members of our teaching staff.

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Teacher Aides enrich the school program by taking care of some of the non-professional duties required. They supplement and reinforce the work of the teachers by tutoring and working with small groups.

Physical Education Teacher provides a program of calisthenics fitness and games according to the grade level of the students. The PE program is structured to fulfill the CA State Standards of physical fitness.

Coaches supervise the children in after-school sports and help mold their behavior during the stress of competition. They should be models to be imitated by aspiring athletes.

Non-Instructional

The Secretary is responsible to the principal for the efficient operation of the main office of the school, and for the performance of all secretarial, clerical, and receptionist duties related to the Principal's office. She assists the principal with some of the financial aspects of the school.

The Kitchen Supervisor is responsible to the principal for the efficient operation of the school lunch program. He/she follows all food handling and public health guidelines to maintain a healthy lunch program. He/she drafts a monthly lunch menu to be reviewed by the principal. She also provides healthy snacks to be purchased by the students during recess and lunch.

The Yard Duty Supervisor works under the direction of the principal and is responsible for the care and safety of the students while in the yard during the recess and lunch play periods. She schedules the parents for yard duty supervision during the lunch period in order to ensure proper protection and guidance for the students. He/she has the same authority to correct and handle problems as other members of the school staff.

Volunteers help out in any capacity that is needed, e.g. yard supervision, assistant coaching, etc. These dedicated workers are school parents who devote their time to the school for the betterment of the students.

Relationship of School to Parish

St. Joseph School is, and has been an integral part of St. Joseph Parish since its founding in 1950. The majority of families in the school are members of the parish and many take part in parish ministries and activities. Practicing membership in the parish is rewarded with tuition reduction. Our priests take seriously their role of providing Mass and the sacraments for the students on a regular basis. To maintain this relationship of the parish community it is hoped that every family will take an active interest and participate in parish functions and activities.

Consultative School Councils and Parent Organization

If the school has a parent, parent-teacher organization and/or a consultative school council, those involved are advised that these bodies exist to support the school and are important for the school's viability, but they have very different functions. Parent, parent-teacher organizations, consultative school councils and their members do not have any authority to act independently on behalf of the school or parish. They are not "agents" of the school or parish and any actions taken must receive the official written approval of the pastor and/or the principal as the case may be.

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Parent Organizations

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

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

Consultative School Council

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

The membership of the Consultative School Council should include the pastor, principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines (see Administrative Handbook for Bylaws), the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998).

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

School Personnel

Refer to the school's website for an updated list: www.st-josephschool-lp.org

School-wide Learning Expectations

By the time they graduate, St. Joseph students will exemplify by their words, deeds and action:

I AM CATHOLIC ...

Imitating Christ

Pursuing Knowledge

Respectful, Responsible, Reliable

History of the School

Saint Joseph, Spouse of the Blessed Virgin Mary and Foster Father of Our Lord Jesus Christ, is the Patron of our school.

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Saint Joseph School has been in operation since September of 1950. It began with six grades, three Immaculate Heart of Mary Sisters and three lay teachers. A fourth Sister joined the faculty during the second semester. Reverend George Wieneman was the pastor responsible for the founding of St. Joseph School and Sister M. Stephanie, IHM, was the founding principal.

The Sisters of the Immaculate Heart of Mary served Saint Joseph School and Parish for eighteen years in a tradition of academic excellence. At the request of Cardinal James Francis McIntyre, Archbishop of Los Angeles, and Reverend Edward V. Callahan, the Carmelite Sisters of the Most Sacred Heart of Los Angeles assumed responsibility of the school in September 1968.

The population in the 1950's was predominantly Basque and Mexican. The total enrollment peaked over the 800 mark, forcing double sessions (grades 1-8 and four classrooms with double grades.)

As several parishes and schools were established in the surrounding areas, the need for double grades at Saint Joseph School was no longer necessary

The Carmelite Sisters of the Most Sacred Heart of Los Angeles together with a dedicated and qualified staff continue to serve St. Joseph School. The school is part of the large School System of the Archdiocese of Los Angeles, and is certified by both the Western Association of Schools and Colleges, and the Western Association of Catholic Schools. The school currently has grades transitional kindergarten through eight, single graded. The first kindergarten class opened in September 2010. The first transitional kindergarten was opened in August 2014. In October 2010, Saint Joseph School celebrated 60 years of service to the children and families of Saint Joseph Catholic Church community and beyond. Many alumni were present for the celebration.

Team Name: St. Joseph School Royals

"Royals" because through our baptism, we share in the kingship of Jesus Christ and are part of the "royal" family of Jesus, Mary and Joseph.

Shield: Shield with "SJ" in the center, cross under the crown on the left hand side and year it was established on right hand side.

The "SJ" stands for St. Joseph. The cross and crown because Jesus taught us that our heavenly crown awaits us if we but take up our cross and follow Him.



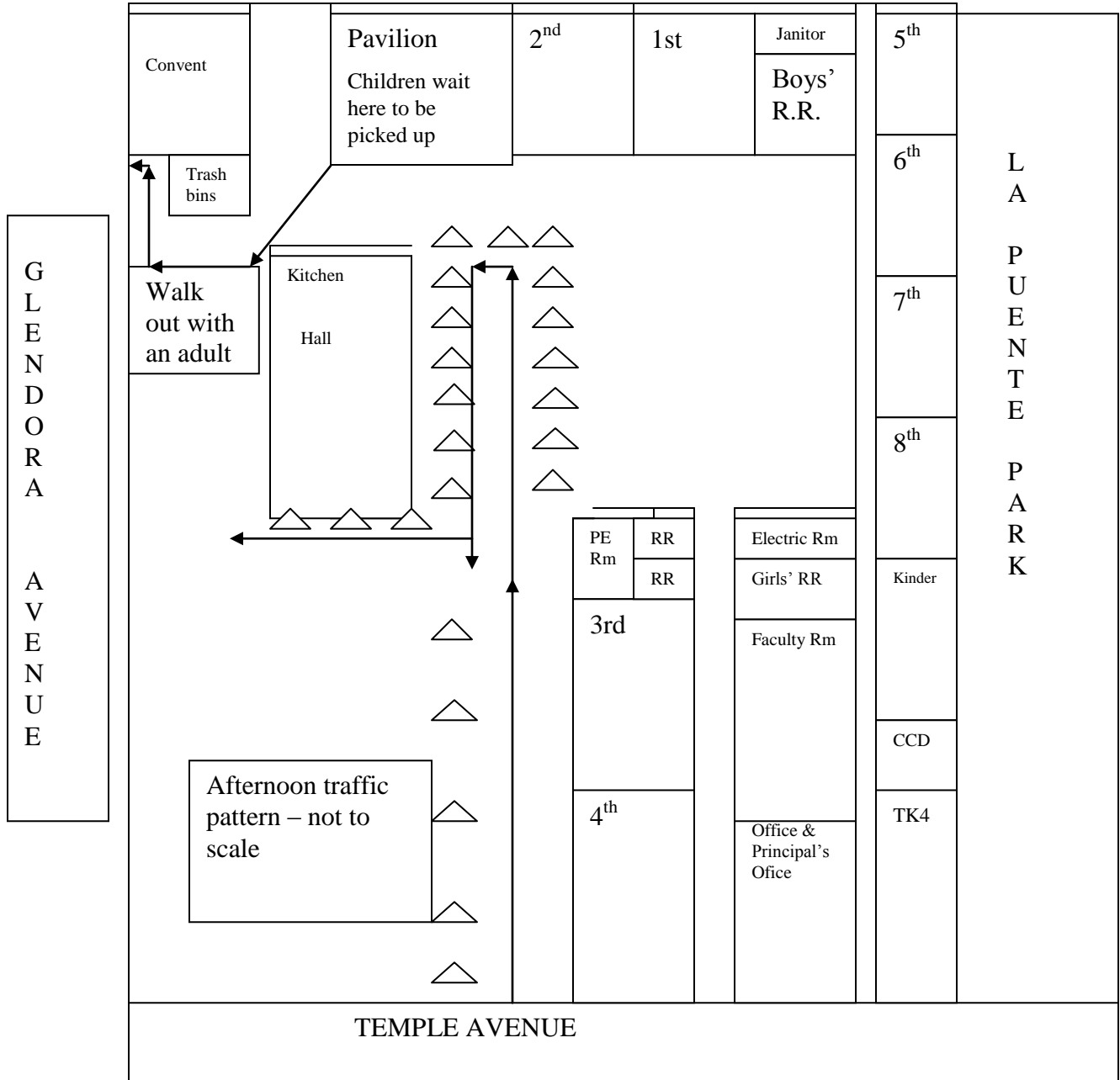
Colors: Royal Blue & White

Royal Blue for our Blessed Mother and represents the virtue of loyalty. White is for St. Joseph and represents the virtue of purity. St. Joseph was chosen for the sublime role of projecting Mary's virginity within the sacred union of husband and wife. St. Joseph exemplified great honor by foregoing physical relations with Mary, but truly treasuring the consummation of heart and soul that married couples experience.

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School Map

La Puente Park



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School Schedule

7:00a.m. – 7:30a.m.	Before School Supervision
7:30a.m.	Morning Traffic Supervision & Yard Duty begins
7:58 a.m.	First bell for line-up
8:00 a.m.	Morning Exercise (Students are considered late if not in line by the second bell.)
10:00a.m. - 10:15a.m.	Transitional Kinder & Kinder Recess
10:15 a.m. – 10:30 a.m.	Recess (Grades 1-8)
11:30 a.m. – 12:00p.m.	Transitional Kinder & Kinder Lunch
12:00 p.m. – 12:30 p.m.	Lunch: Grades 1,2,3,4
12:30 p.m. – 1:00 p.m.	Lunch: Grades 5,6,7,8
3:00 p.m.	Dismissal (Monday – Thursday; supervision ends at 3:30 p.m. Community Center Staff takes children to Community Center programs.)

Friday

7:30 a.m.	Supervision/Yard Duty begins
2:00 p.m.	Dismissal (teachers take students to Community Center)
2:20 p.m.	Faculty Meeting

Minimum Day Schedule

12:30 p.m.	Dismissal; supervision ends at 1:00 (students do not bring lunch)
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Holy Sacrifice of the Mass: 9:15 a.m. Fridays

Confession: 8:45 a.m. Tuesdays

Eucharist Adoration: First Fridays of the Month

Stations of the Cross: Fridays during Lent at 1:15 p.m.

School Calendars

The yearly and monthly calendar may be located on the school website. Hard copies can be provided as requested.

Lunch Period

All students are to eat in their assigned area. It is expected that each child will practice proper eating manners, and eat balanced lunches. **Commercial/fast food lunches are not permitted at school.** The children are also obliged to clean their own eating area, as they would be expected to do at home.

Students are not permitted to leave the school grounds for lunch.

In order to avoid unnecessary interruptions to classrooms, students should be provided with lunch before they leave home. **Parents may not deliver lunches to the classrooms or lunch area, nor may students go to cars or outside the property to receive the lunch.** In an

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unforeseen circumstance when a lunch must be brought later in the day, lunches are delivered to the school office with the child's name and grade indicated on the outside of the bag. If parents deliver Fast food, the student will be called to the office to eat his/her lunch.

Parents choosing to participate in the school lunch program are to sign-up for the program by completing the lunch form provided and submitting the money on the last Friday before the new month begins or by 8 a.m. the day before. **No same day lunches will be provided.** In cases of emergency, snacks are available for purchase and St. Joseph Table usually has food available that other students are willing to share.

Zero Tolerance / Safe Environment

The Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person or volunteer to serve in its parishes, schools, pastoral ministries, or any other assignment when such an individual is determined to have previously engaged in the sexual abuse of a minor.

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

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

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

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

Safe Environment Training for Children and Youth

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

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

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

The Archdiocesan Office of Safeguard the Children will work with principals at the schools and Directors of Religious Education in the parishes to establish these programs. Questions concerning this program can be forwarded to Chancellor, Coordinator of Children's Programs at (213) 637-7460. (see appendix for form)

Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events

Revised August 20, 2007

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

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent.
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Staff members/faculty/volunteers must avoid assuming the role of a "father or mother figure" which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only.

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- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows.
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian.
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.
- Parent or guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not these requirements.

Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth

Revised August 20, 2007

To ensure the safety of the children in the Archdiocese of Los Angeles, all youth volunteers, both junior high and high school students, including students who are already 18, who work or volunteer with children/youth in school or parish settings must receive training on these boundary guidelines before undertaking their ministry in the Archdiocese of Los Angeles and

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must sign Code of Conduct form to verify that they understand their obligations.
(see Appendix A for form)

Parent / Student Complaint Review Process

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

School Level

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

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

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

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

Department of Catholic Schools Level

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