

## SECTION C: ACADEMICS and CO-CURRICULAR ACTIVITIES

### Curriculum Offerings

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

Religion	Mathematics	Science
Family Life	Social Studies	English
Reading/Literature	Spelling	Phonics
Handwriting	Music	Health & Safety
Physical Education	Art	Computer Literacy

The offering of additional instructional programs and service is dependent on the available resources and needs of the students.

#### Family Life & Protection from Abuse

Family Life education is intended to provide a comprehensive view of human development and behavior, personal relationships, and the management of personal resources. In a Catholic school it is also of utmost importance to inculcate Catholic values, virtues, and attitudes that relate to the current family life of the student. Instruction on matters relating to family life will be integrated into any subject areas. Instruction will be done in a manner suited to the understanding of the students. Formal instruction on the subject of human reproduction, through an orderly and comprehensive development of the topic, is principally the responsibility of the parents. Every effort shall be made to assist parents to fulfill their obligation.

St. Joseph School follows the mandate of the Archdiocese of Los Angeles for the protection of children. A curriculum of two lessons a year, called Virtus Training, is taught via video presentation, instruction and discussion on how to protect oneself from abuse. Parents are provided with access to the manual explaining the concepts, recognizing signs, and guidance to protect children.

#### Educational Field Trips and Student Assemblies

Educational field trips may be scheduled for each class yearly. These field trips must enhance and supplement the current educational objectives in some way. They may encompass the cultural, scientific, social, or civic dimension of the topics studied. Student Assemblies also enhance the students' education and are scheduled as the budget and space availability allow.

#### Computer Literacy

Each classroom has 8 to 12 computers. Computers are integrated into the curriculum at the discretion of the teacher in order to remediate or enhance student learning. They may be used for center/small group instruction. They may be used for research and/or projects.

#### Textbooks

All texts and consumable books are to be properly cared for. These are to be covered during the first week of school as part of the child's homework assignment. NO "stretchy", cloth covers are to be used. They do not fit the books properly and bend the corners of the covers. Paper bags from a nearby grocery store

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are sturdy and durable. We recommend using these or something of similar material. The only writing on the cover is to be the child's name, grade, school, and subject.

At the end of the year when the books are turned in, your child will be responsible for any damages to the book. Before the report card will be given, these fees will need to be paid at the office.

### **Supplies**

A list of supplies for each grade level for the up-coming school year is posted on the school's web site in June. Please do not buy items not listed because they are not needed and often prove to be a distraction for the student. Some teachers will choose to store the extra items your child brings so that they can replenish their supplies as need throughout the year. Additional special items, e.g. those for projects, may be requested by the teachers during the year.

### **Corrected Papers**

Corrected papers are returned periodically. Parents review these with their child, giving praise as well as suggestions for improvement. This communication is important in encouraging positive growth and learning for your child. This also helps to keep you abreast of your child's progress.

### **Make-Up Work**

When students are absent due to illness, make-up class work and homework is given according to the following: the total number of days absent multiplied by two (i.e. two days absent = 4 days to make up the work). This is to allow for the regular daily homework to be done also. The make-up tests are completed in class, at the discretion of the teacher.

If students are able to work at home while ill, please call the office in the morning and the day's assignments will be prepared for pick-up in the afternoon. Missed assignments greatly harm a student's final academic standing. If teacher explanation is needed, it is the student's responsibility to see his/her teacher immediately upon returning to school. It is also the student's responsibility to arrange with the teacher to take any missed tests/quizzes. Missed school days may result in the student's receiving an "Incomplete" at the end of the grading period.

## **Religion Program & Expectations (Prayers to Know)**

### **Mass Attendance**

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

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

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

- Clothing should be appropriate, especially for Sunday and Saturday evening Masses. Immodest clothing and, generally speaking, clothing suitable for manual labor or playing sports is not appropriate.
- Arrive on time for Mass; if early, spend time in prayer or reflecting on the day's Bible readings and prayers from the Missalette.
- During the Profession of Faith, bow during the words: "By the power of the Holy Spirit was incarnate of the Virgin Mary, and became man."
- When approaching to receive Holy Communion standing, it is important to bow slightly or make the sign of the Cross when the person in front of you is about to receive.
- When receiving Holy Communion in the hand, extend one hand out with the other hand directly underneath, step aside after you receive the Host, and then immediately and reverently consume the Sacred Host.
- When receiving Holy Communion from the chalice (cup), place your left hand under the chalice and your right hand in the middle. After drinking, return the chalice directly to the minister of Holy Communion.
- Parents receiving Holy Communion may bring younger children with them for a special blessing from the priest.
- Do not leave before the end of Mass. Wait until the ministers have left the sanctuary.

### **Confessions**

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

### **Family Units**

All students, from grades Transitional Kindergarten through 8, participate in the Family Units Program. One eighth grade student is designated as "head of the family" with one student from each grade as its members. Students meet as family units periodically throughout the year to participate in prayer services, holiday celebrations, and social activities. The purpose of the Family Units Program is to encourage family values and family-oriented social interaction. Older students develop leadership skills and younger ones look up to the older ones, thus developing an opportunity for interaction and respect in an atmosphere of mixed ages.

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### **Prayers, Patriotic Songs**

Students at St. Joseph School are led to experience an active prayer life; this should only be reinforcement for what has begun at home, and is nourished at home. As well as vocal prayers, students should be taught the practice of mental, or private prayer, and the use of Scripture. The prayers below give parents a guide to what all students should know by heart by the time they complete their studies at St. Joseph School.

### **Morning Assembly**

#### ***Salute to the Cross***

I pledge allegiance, to the Cross on which Christ suffered and died for us, and to Mary my mother and Queen, may she guide and guard me as her own, and may she obtain for me the grace to have respect and reverence for life, for both the born and the unborn, and the courage to defend it. Amen

#### ***Mother Luisita Prayer***

Oh Jesus, in the Holy Eucharist, be King and center of my heart. We ask Mother Luisita to pray with us for these special intentions. We pray for (pause for intentions). Please grant our prayers, and one day, make Mother Luisita a saint of the Church, if this is for your greater honor and glory. Amen

### **Beginning of the Day**

#### ***The Sign of the Cross***

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

#### ***Morning Offering*** (Grades K-3)

All for You, O Heart of Jesus, through the Immaculate Heart of Mary, I offer everything for the intentions of our Holy Father this month.

#### ***Morning Offering*** (Grades 4-8)

O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys, and sufferings of this day, in union with the Holy Sacrifice of the Mass throughout the world. I offer them for all the intentions of Your Sacred Heart; the salvation of souls, reparation for sin, the reunion of all Christians. I offer them for the intentions of our Bishops, and of all Apostles of Prayer, and in particular for those recommended by our Holy Father this month.

### **Before Recess**

O God, please be on my mind, on my lips, and in my heart – on my mind, that I may think kindly of others, on my lips, that I may speak kindly to others, and in my heart, that I may show Your love to others by the way I act. Amen.

### **After Recess**

#### ***Apostles' Creed***

I believe in God, the Father Almighty, Creator of heaven and earth; and in Jesus Christ, His only Son, Our Lord; who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell; the third day He rose again from the dead; He ascended into heaven, sits at the right hand of God, the Father Almighty; from thence He

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shall come to judge the living and the dead. I believe in the Holy Spirit, the Holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

### **Before Lunch**

#### ***The Angelus***

*Leader:* The Angel of the Lord declared onto Mary,

*Group:* And she conceived of the Holy Spirit.

*All:* Hail Mary ...

*Leader:* Behold the Handmaiden of the Lord,

*Group:* Be it done unto me according to Your Word.

*All:* Hail Mary ...

*Leader:* And the Word was made flesh,

*Group:* And dwelt among us.

*All:* Hail Mary ...

Let us pray: Pour forth, we beseech You, O Lord, Your grace into our hearts, that we to whom the Incarnation of Christ Your Son was made known by the message of an angel, may by His passion and cross be brought to the glory of His resurrection, through the same Christ our Lord. Amen.

#### ***Queen of Heaven (Regina Caeli)*** – prayed during the Easter Season

*Leader:* Queen of heaven, rejoice, alleluia;

*Group:* For the Lord whom you were worthy to bear, alleluia.

*Leader:* Has risen as He said, alleluia;

*Group:* Pray for us to God, alleluia.

*Leader:* Rejoice and be glad, O Virgin Mary, alleluia;

*Group:* For the Lord is truly risen, alleluia.

Let us pray: O God, You were pleased to give joy to the world through the Resurrection of Your Son, our Lord Jesus Christ. Grant we beseech You, that through the mediation of the Virgin Mary, His Mother, we may come to possess the joys of life everlasting. Through the same Christ our Lord. Amen.

#### ***Grace before Meals***

Bless us, O Lord, and the Your gifts which we are about to receive from Your bounty, through Christ Our Lord. Amen.

### **After Lunch**

#### ***Grace after Meals***

We give You thanks, Almighty God, for all Your benefits, Who live and reign forever. May the souls of the faithful departed, through the mercy of God rest in peace. Amen.

#### ***Hail Holy Queen***

Hail Holy Queen, Mother of mercy, our life, our sweetness, and our hope! To you do we cry, poor banished children of Eve! To you do we send up our sighs, mourning and weeping in this valley of

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tears! Turn then, most gracious advocate, your eyes of mercy toward us; and after this, our exile, show unto us the blessed fruit of your womb, Jesus! O clement, O loving, O sweet Virgin Mary!

### **End of the Day**

Short examination of conscience, then all pray the Act of Contrition followed by either the Angel of God, Prayer to St. Michael, or Memorare.

### ***Act of Contrition***

O my God, I am sorry for all my sins with all my heart. In choosing to do wrong, and failing to do good, I have sinned against you, Whom I should love above all things. I firmly intend with Your help to sin no more and to avoid the near occasions of sin. Amen.

### ***Angel of God***

Angel of God, my guardian dear, To Whom His love commits me here. Ever this day be at my side To light and guard, to rule and guide. Amen.

### ***Prayer to St. Michael the Archangel***

St. Michael the Archangel, defend us in battle. Be our protection against the malice and snares of the devil. We humbly beseech God to rebuke him, and do you, O prince of the Heavenly host, by the divine power thrust into Hell Satan and all evil spirits who roam through the world seeking the ruin of souls. Amen.

### ***Memorare***

Remember, O most gracious Virgin Mary, the never was it known that anyone who fled to your protection, implored your help, or sought your intercession was left unaided. Inspired by this confidence I fly unto you, O virgins of virgins, my mother! To you I come, before you I stand, sinful and sorrowful. O mother of the Word Incarnate, despise not my petitions, but hear and answer me. Amen.

Leader: Mary, our dearest Mother,

All: pray to Jesus for us.

### ***Other prayers:***

#### ***The Lord's Prayer***

Our Father, Who art in Heaven, hallowed be Thy name; Thy Kingdom come, Thy will be done on earth as it is in Heaven. Give us this day our daily bread and forgive us our trespasses, as we forgive those who trespass against us, and lead us not into temptation, but deliver us from evil. Amen.

#### ***Hail Mary***

Hail Mary, full of grace, the Lord is with thee; blessed art thou among women and blessed is the fruit of thy womb, Jesus. Holy Mary, mother of God, pray for us sinners, now and at the hour of our death. Amen.

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### ***The Glory Be***

Glory be to the Father and to the Son and to the Holy Spirit, as it was in the beginning, is now and ever shall be, world without end. Amen.

### ***Prayer Before Work***

Direct we beseech You, O Lord, our actions by Your holy inspirations, and carry them on by Your gracious assistance, that every prayer and work of ours may always begin from You and through You be happily ended.

### ***Act of Faith***

O my God, I firmly believe that You are one God in three Divine Persons, Father, Son and Holy Spirit. I believe that Your Divine Son became man and died for our sins, and that He will come to judge the living and the dead. I believe these and all the truths which the Holy Catholic Church teaches, because You have revealed them, Who can neither deceive nor be deceived.

### ***Act of Hope***

O my God, relying on Your almighty power and infinite goodness and promises, I hope to obtain pardon of my sins, the help of Your grace, and life everlasting, through the merits of Jesus Christ, my Lord and Redeemer.

### ***Act of Love***

O my God, I love You above all things, with my whole heart and soul, because You are worthy of all love. I love my neighbor as myself for the love of You. I forgive all who have injured me, and I ask pardon of all whom I have injured.

### ***Prayer to the Holy Spirit***

Come Holy Spirit, fill the hearts of Your faithful and enkindle in them the fire of Your love,

V. Send forth Your spirit and they shall be  
created,

R. And You shall renew the face of the earth.

Let us pray: O God, Who did instruct the hearts of the faithful by the light of the Holy Spirit, grant us in the same Spirit to be truly wise and ever to rejoice in His consolations. Through Christ, Our Lord. Amen.

### ***Prayer Before the Crucifix***

Behold, O kind and most sweet Jesus, I cast myself upon my knees in Your presence and with the most fervent desire of my soul, I pray and beseech You that You would impress upon my heart lively sentiments of faith, hope and charity, true contrition for my sins and a firm purpose of amendment; while I contemplate with great love and tender pity, Your five most precious wounds, pondering over them within me, calling to mind the words which David, Your prophet, said of You, my good Jesus: "They have pierced My hands and My feet; they have numbered all my bones."

### ***Prayer for Christian Unity***

Lord, Jesus Christ, at Your Last Supper You prayed to the Father that all should be one. Send Your Holy Spirit upon all who hear Your name and seek to serve You. Strengthen our faith in You and make

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us love one another in humility. May we, who have been reborn again in baptism all be united in faith under one Shepherd. Amen.

### ***Prayer for Our Holy Father the Pope***

Heavenly Father, guide and strengthen our Pope, Chief Pastor of Your Church; grant that by his words and example he may lead Your people to everlasting life. Amen.

### ***Short Prayers*** (aspirations)

- Sacred Heart of Jesus, I love You!
- Most Sacred Heart of Jesus, I place my trust in You!
- Jesus, Mary and Joseph I give you my heart and my soul!
- Jesus, Mary and Joseph may I breathe forth my soul in peace with you!
- Jesus, Mary and Joseph, I love you; Save souls!
- Jesus, Mary and Joseph, I love you; please protect the unborn child I have spiritually adopted who is in danger of being aborted!

### ***U.S. Holy Days of Obligation***

January 1: Mary the Mother of God

August 15: Assumption of Mary into Heaven

November 1: All Saints Day

December 8: The Immaculate Conception

December 25: Birth of Jesus

In January 1991 the United States Conference of Catholic Bishops decided that whenever January 1, the solemnity of Mary, Mother of God, or August 15, the solemnity of the Assumption, or November 1, the solemnity of All Saints, falls on a Saturday or on a Monday, the precept to attend Mass is abrogated. This action was confirmed by the Congregation for Bishops on July 4, 1992 (Prot. N. 296/84).

### ***The Seven Sacraments***

Baptism, Confirmation, Eucharist, Penance, Anoint of the Sick, Holy Orders, Matrimony, Holy Orders

### ***The Ten Commandments***

1. I am the Lord, your God, you shall not have strange God before Me.
2. You shall not take the name of the Lord, your God in vain.
3. Remember to keep holy the Lord's Day.
4. Honor your father and you mother.
5. You shall not kill.
6. You shall not commit adultery.
7. You shall not steal.
8. You shall not bear false witness against your neighbor.
9. You shall not covet your neighbor's wife.
10. You shall not covet your neighbor's goods.

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### ***Duties of a Catholic***

1. To keep holy the Day of the Lord's Resurrection (Sunday). To worship God by participation at Mass every Sunday and Holy Day of Obligation. To avoid those activities (such as needless work) that would hinder worship, joy or relaxation.
2. To lead a sacramental life. To receive Holy Communion frequently and the Sacrament of Reconciliation regularly.
3. To study Catholic teaching in preparation for the Sacrament of Confirmation, to be confirmed, and then to continue to study and advance the cause of Christ.
4. To observe the marriage laws of the Church. To give religious training by word and example to one's children. To use parish schools and catechetical programs.
5. To strengthen and support the Church; one's own parish community and parish priests, the worldwide Church and the Pope.
6. To do penance, including abstaining from meat and fasting from food on the appointed days.
7. To join the missionary spirit and apostolate of the Church.

### ***The Corporal Works of Mercy***

To feed the hungry.

To give drink to the thirsty.

To clothe the naked.

To visit the imprisoned.

To shelter the homeless.

To visit the sick.

To bury the dead.

### ***The Spiritual Works of Mercy***

To admonish the sinner.

To instruct the ignorant.

To counsel the doubtful.

To comfort the sorrowful.

To bear wrongs patiently.

To forgive all injuries.

To pray for the living and the dead.

At St. Joseph School, we also strive to develop a sense of patriotism. God has blessed and protected our country. Our country will only remain strong if God remains at the center of our civic life. We prepare our students to be active members of society, forming them to influence civic society in keeping with our Catholic values, always keeping in mind our responsibility to protect the most vulnerable members of our society

### ***Salute to the Flag***

I pledge allegiance to the flag, of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

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### ***America the Beautiful***

O beautiful for spacious skies  
For amber waves of grain,  
For purple mountains majesties  
Above the fruited plain!  
America! America!  
God shed His grace on thee.  
And crown Thy good with brotherhood,  
From sea to shining sea.

### ***This Land is Your Land***

This land is your land, this land is my land  
From California to the New York Island  
From the redwood forest to the Gulf Stream waters,  
This land was made for you and me.

### ***The Star Spangled Banner***

Oh, say can you see by the dawns early light, What so proudly we hailed at the twilight's  
last gleaming?  
Whose broad stripes and bright stars, through the perilous fight,  
O'er the ramparts we watched were so gallantly streaming?  
And the rockets' red glare, the bombs bursting in air, gave proof through the night, that our  
flag was still there.  
Oh, say does that star-spangled banner yet wave.  
O'er the land of the free, and the home of the brave.

### ***Grand Old Flag***

You're a Grand Old Flag; You're a high flying flag,  
And forever in peace may you wave.  
You're the emblem of the land I love,  
The home of the free and the brave.  
Every heart beats true for the red, white, and blue,  
Where there's never a boast or brag.  
Should old acquaintance be forgot, keep your eye on the Grand Old Flag!

### ***I'm Proud to be an American***

In history I've learned about  
So many countries where  
People lost their right to freedom,  
The blessings we all share.  
I thank my lucky stars to be living here today, Cause that flag still stands for freedom,  
and they can't take that away.  
And I'm proud to be an American,  
Where at least I know I'm free,  
And I won't forget the men who died,  
Who gave that right to me –

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And I'd gladly stand up next to you,  
And defend her still today, cause there is no doubt I love this land,  
God bless the U.S.A.

### Graduation Requirements

Graduation from Saint Joseph School indicates that a student has successfully completed the course of studies required by the Archdiocese of Los Angeles. The graduation ceremony is a privilege reserved for those students who maintain satisfactory academic progress and behavior throughout the school year.

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

- More than one "F" in a subject may prevent the student from taking part in the graduation privileges. This also applies to several "Fs" or "Ds" in the same grading period.
- Anyone receiving a cumulative grade of an "F" for one academic subject area (failure for the year) will have to make up this work before a diploma will be granted. *Every effort will be made to help the student improve so he/she can graduate with the class.*
- Anyone receiving a cumulative grade of an "F" in more than one academic subject area, resulting in an average of 64% or below, will not graduate. They will receive a certificate of attendance, but not a diploma and will have to attend another school before advancing to high school. Participation in the graduation ceremony will be at the discretion of the principal after consulting the teachers, parents and student.

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

### Special Notes for 8<sup>th</sup> Grade

Eighth grade activities are not to be considered an assumed privilege. Participation in eighth grade activities is based on the merit of academics, behavior and attitude. Likewise, the end-of-the-year graduation activities are based on these factors, plus the satisfactory completion of all eighth grade requirements. In this regard, each student will be assessed individually before participation in any graduation activities. The Eighth Grade teacher and the Principal will determine, after careful consideration, which activities are best suited for our students **in any given year**. These will be based the school's philosophy and mission and the witness to simplicity and Christian living. In addition, all financial commitments must be met in order for the student to participate in any or all activities.

**\*St. Joseph School does not support dinner/dance types of parties for the 8<sup>th</sup> graders, nor does it encourage these activities in off campus locations - in homes, in hotels, in restaurants, or the like. It is judged that these are NOT appropriate celebrations for students of this age. Persons who go ahead and offer these activities do so of their own accord and without the permission or blessing of the school. The school or class name may not be used in any manner.**

Any fundraising for school sponsored 8<sup>th</sup> grade activities may only occur with the permission of the Principal. Any other fundraising is not a school function.

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

#### **Academic Probation**

Students may be placed on academic probation when success at a basic achievement level has not been attained. In this case, recommendations will be made for tutoring, psycho-educational testing, etc. to help the child reach his/her potential.

#### **Failing Grades**

Any student receiving multiple "Fs" is not eligible for promotion, and may receive a recommendation for retention in the current grade for the next school year, or to attend another school whose academic program would be in the better interests of the student.

Every possible effort will be made to address the problem, such as assessments and recommendations for tutoring, as well as classroom help. Consistent and ongoing communication with parents is our policy here at St. Joseph School. Unfortunately, for success, some students require more than we are able to give with the resources at hand.

#### **Retention / Promotion**

Promotion to the next grade presupposes that a student has mastered, at an appropriate level, the basic skills and subject matter taught in each grade and is ready to proceed to the next level or grade. Students sometimes are not ready for this next step in school for a variety of reasons. When this happens, recommendations for remedial help will be made. However, to encourage our students to take their studies seriously, the following policy is in effect:

- The teacher will notify the principal as soon as he/she feels that retention may be in the best interest of the child, and at least by the end of the second grading period.
- Parents will be informed at a requested conference or at the time of the first or second report card conference. There must be parental consent for retention. Parents must be kept up-to-date on the student's progress during the year. Copies of these conferences are given to the Principal.
- Reasons must be specific and put in writing. Consistent "Fs" in at least two major subjects must be evident and documented by written grades of tests and assignments.
- The final decision on a student's placement must be made no later than May 1st, and put in writing on the Notification of Retention form. This is signed by the teacher, the parent and the principal.
- A parent may not make the decision to advance a student to the next grade if the student has not shown that he/she has mastered the present grade's curriculum. If a parent chooses not to have their son/daughter retained, this must be put in writing and documented on the student's report card.

### **Testing and Assessment**

Besides the regular testing of each child, standardized testing is administered in Grades 1 - 8 at certain times of the year.

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Grades 1 – 8	Annual standardized testing; IOWA Tests of Basic Skills
Grades 3, 5, 7	COGAT tests (given as part of the annual standardized testing; not an IQ test)
Grades 5 & 8	Assessment of Catholic Religious Education (ACRE )
Grade 8	High School Entrance Exam (at some high school where the student is applying)

### **The Role of Standardized Testing**

The standardized tests used in our school in grades 1-8 are mandated by the Archdiocese to assist us in evaluating student achievement (not IQ). Students in grades 3, 5, and 7 also take an extra test as part of the annual standardized testing to evaluate **school aptitude**. This test does not measure IQ.

Teachers receive test results both for their class as a group and for each individual student. They use this information to better understand individual student needs and to plan instruction accordingly—remedial and enrichment. Teachers may not use standardized test scores as part of the students’ report card grades, nor may they use them as sole indicators of ability.

In general, there will likely be a consistent pattern between standardized test scores and classroom grades for most children. However, students who are not working to potential may show high standardized test scores and low classroom grades; and students who are putting in much extra effort may show high classroom grades and more average standardized test results. Students who “guess” or randomly mark answers on standardized tests, may be subject to disciplinary measures.

### **Homework**

The purpose of homework is to reinforce material already taught and to foster habits of independent study. The school normally does not give homework on the weekends in order to preserve family time and the observance of Sunday. However, from time to time, a long term assignment or project may extend over the weekend.

It is expected that the students complete their homework independently. Parental help may be given in the form of checking the quality of the work, hearing the reading, asking questions, or directing children to resource materials. **Homework done by someone other than the student is considered cheating**, and both the student and the teacher get a false picture of the learning process. Also, providing your child with a set time and a quiet place to study with no outside distractions such as TV and radio will help form good study habits that are very important and should begin in elementary school.

Homework will be checked each day. Prompt return of the homework and the correcting in class will provide important reinforcement of the concepts being taught. Under no circumstances will homework to be collected and thrown away.

The time and allotment for each grade differs, but will usually follow these guidelines:

Grades Transitional Kinder	15 – 30 minutes
Grades Kinder – 2	30 – 40 minutes

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Grades 3-4	Not more than one hour
Grades 5-6	60 – 90 minutes
Grades 7-8	Not more than 2 hours

Homework should be:

- Free of spelling errors or typing errors (typing sheets)
- Geared to the average child
- A follow-up from class work, review of homework; it should never be given as a punishment or used for busy work.
- Balanced with other levels (e.g. second grade homework should not be more than 3<sup>rd</sup> grade homework).
- Not given on PTC or Open House Nights at the discretion of the principal and/or teacher

Students in grades Transitional Kindergarten through Second are given a weekly homework sheet. This sheet will also contain pertinent reminders and teacher/parent communication. Grades 3 through 8 have Student Planners (purchased through the school) in which they are to record their assignments each day. It is the responsibility of each student to write down their assignments and necessary directions in this planner. Some teacher may also post homework on the Jupiter Grades website.

To help the third graders transition from a homework sheet to a planner, the teacher will utilize a homework sheet for the first few months of school. During these first few months, the students will practice writing their homework assignments and other important information into their planner. Parents can help with this transition by having their child compare what was written on the homework sheet with what they wrote in their planner.

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

Grades 6, 7, 8 are departmentalized. The teachers will make every effort to communicate with each other so as to make sure that nightly homework does not exceed the 2 hours. When projects are assigned, students are being taught to pace themselves. Teachers assign parts to be done over several weeks. Parents can help their child by reviewing project guidelines and due dates.

### **Grading**

Grading Scale Equivalents (mandated by the Archdiocese of Los Angeles April, 1998)

#### **Grade 4-8**

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

## SECTION C: ACADEMICS and CO-CURRICULAR ACTIVITIES

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

Primary grades do not get pluses and minuses; letters only are given without percentages.

Grades K-3:

Interpretation of grades can be found under Interpretation of Grades

### Interpretation of Grades

*Grades K-3:* (Letter grade only is put on the students' papers; percentage may be used in the grade book).

- O: Outstanding - Exceeds Grade Level Expectations:** Student consistently shows superior performance, is able to understand and follow directions, both oral and written; is able to work independently when required; is almost always accurate with answers; is neat in written work.
- G: Grade Level Expectations:** Student shows better than average performance; makes consistent effort to be accurate and neat; does required class work and home work; is reasonably prompt and thorough; progresses as much as ability permits.
- S: Satisfactory:** Student shows average mastery of assigned material; does what is required; is reasonably prompt and thorough; is neat and usually accurate; has the ability to apply the general principals of the course.
- NI: Needs Improvement:** Student sometimes does what is required; is unable to master full content or apply skills; work is either incomplete or inaccurate.

*Grades 4-8:*

- A:** Student consistently does high quality work; has a wide range of vocabulary at command; takes an active part in discussions; is prompt, neat and thorough in all work; has an extraordinary ability in handling subject matter under consideration; is almost always accurate with answers; is rarely absent from class.
- B:** Student has better than average ability; is careful in complying with assignments; takes an active interest in class; participates frequently; is neat, prompt and thorough in most work.
- C:** Student manifests average mastery of assigned material; does what is required; is reasonably prompt and thorough; is neat and usually accurate; has the ability to apply the general principals of the course.
- D:** Student sometimes does what is required; has irregular attendance; is unable to master full content or unwilling to apply skills; lacking in thoroughness; tardy with assignments; turns in incomplete and often messy, inaccurate work.

## SECTION C: ACADEMICS and CO-CURRICULAR ACTIVITIES

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

### *Effort*

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

**B/G:** Student satisfactorily shows the above qualities.

**C/S:** Student manifests difficulty in attempting to fulfill the basic requirement.

**D/NI:** Student seldom attempts to fulfill the basic requirements.

**F/NI:** Student refuses to fulfill the basic requirements.

### *Conduct*

**A/O:** Student anticipates routine procedures; is always alert; respects authority; accepts responsibility for actions; obeys rules, consistently responds to correction; shows care and courtesy; respects self, others and the property of others; is trustworthy without being supervised.

**B/G:** Student frequently shows the above qualities.

**C/S:** Student repeatedly needs to be reminded about the same thing; basically cooperative, but has areas in which definite improvement is needed; usually kind and respectful; usually observes school and classroom policies.

**D/NI:** Student is frequently lacking in the above areas.

**F/NI:** Student refuses to fulfill the basic requirements of good behavior.

### **Progress Reports & Improvement Notices**

A *Progress Report* is sent to the parents of all students half way through the grading period, and an *Improvement Notice* three weeks prior to the end of the grading period for those students failing any academic subject area. Students may receive an *Improvement Notice* for academic grades lower than a "C-" or who are having difficulty in the area of Conduct, Effort or Homework. Parents/teachers may also request a conference in order to discuss measures to help the child make necessary improvement.

### **Report Cards**

Transitional Kindergarten students receive a progress report of development at the end of each grading period. Report Cards are issued for Grades Kindergarten – 8 at the end of each grading period. Parent/teacher conferences are held at the end of the first and second grading period.

## SECTION C: ACADEMICS and CO-CURRICULAR ACTIVITIES

Report Cards are discussed and distributed at these conferences. Parents are asked to sign them and return them to the teacher in a timely manner. A fee is charged for lost report cards and the teacher is not expected to re-record grades from the past grading period. Students receive their final Report Card on the last day of school granted all books are turned in and all financial obligations are paid.

### **Jupiter On-line Grading**

St. Joseph School uses an on-line grading program for Kindergarten – Grade 8: <https://jupitergrades.com>. Parents will be given a password so that they can check their child's grades and assignments. Parents can expect that the grade book on-line will be updated at a minimum of every 3 weeks. Although a helpful tool for communication, it does not replace direct communication between parent and teacher.

### **Honors / Awards**

#### **Awards given at the end of each grading period**

At the conclusion of each grading period, awards are given to the students. They are typically distributed at morning assembly, day to be announced.

#### *Perfect Attendance*

No absences or tardies

#### *Christian Citizenship*

Students are eligible for this award who maintain a B+ or higher in each of the following: Conduct, Effort, and Homework. Five or more tardies or absences (non-consecutive) would make a student ineligible for this award.

#### *Honor Roll*

Students in grades 5-8 (Gr. 4 can begin receiving honor roll during the second grading period) are eligible for Honor Roll.

First Honors: In order to receive First Honors, the student must fulfill the following requirements.

- In these subject areas every grade must be an "A"... Religion, Reading/Literature, Language, Math, Spelling, Social Studies, Science.
- In these subject areas the student must demonstrate good and consistent effort ... Art, Music, Handwriting, and Physical Education.
- In these areas every grade must be an "A" ... homework, conduct, effort.
- Grades 4, 5, and 6 are required to earn 2 service points by faithfully participating in one or more of the following clubs. For 7<sup>th</sup> graders 3 points are required, and for 8<sup>th</sup> graders, 4 points ... Altar Servers, Choir, Lectors, Safety, Marian Helpers, Ecology, other clubs as available.
- Submit Honor Roll Application signed by themselves, parent and teacher.

Second Honors: In order to receive Second Honors, the student must fulfill the following requirements.

## SECTION C: ACADEMICS and CO-CURRICULAR ACTIVITIES

- In these subject areas every grade must be a “B” or higher... Religion, Reading/Literature, Language, Math, Spelling, Social Studies, Science.
- In these subject areas the student must demonstrate good and consistent effort ... Art, Music, Handwriting, and Physical Education.
- In these areas every grade must be a “B” or higher ... homework, conduct, effort.
- Grades 4, 5, and 6 are required to earn 2 service points by faithfully participating in one or more of the following clubs. For 7<sup>th</sup> graders 3 points are required, and for 8<sup>th</sup> graders, 4 points ... Altar Servers, Choir, Lectors, Safety, Marian Helpers, Ecology, other clubs as available.
- Submit Honor Roll Application signed by themselves, parent and teacher.

### **End of the Year Awards**

#### *Service Award*

In order to qualify for this award, students must consistently perform the service(s) they signed up for the entire year. Dropping after September 30 or being dropped from a service due to non-participation makes a student ineligible for the award. After-school sports do not qualify for the award.

#### *Principals' Awards*

For students in transitional kindergarten thru 8<sup>th</sup> grade, this award can be given to one boy and one girl per class that has shown extraordinary effort throughout the year.

#### *General Academic Excellence Award*

For students in 1<sup>st</sup> thru 8<sup>th</sup> grade, this award is given to the student with the highest overall grade point average as well as maintaining a B+ (or above) average in conduct, effort, and homework.

#### *Religion Award*

This award is given to the student in each class with the highest academic grade point average in Religion as well as consistently striving to be Christ-like in the classroom and outside the classroom with adults and peers. This award also encompasses Christian Citizenship.

#### *Subject Awards*

Students in grades 1<sup>st</sup> thru 8<sup>th</sup> are eligible for academic subject awards at the end of the year. This award is given to one student who excelled academically in a particular subject area for the entire year. The must also maintain average or above average grades in conduct, effort, and homework.

#### *Silver J*

This award gives recognition to students who show improvement in one or the other categories:

- The student raises three academic areas by a whole grade level while maintaining all others (F to D does not count). Dropping a 1/3 grade in any **one** subject will not disqualify unless it is a drop to a D or lower.
- The student raises a D or an F grade to a B- or better while maintaining or improving all others.

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In both cases, homework, conduct, and effort must be a C+ or better.

### **Field Trip and Excursion Policy**

(see Appendix C for form)

Field trips are permitted and encouraged under the following conditions:

- The trip has clear educational or cultural value. Field trips serve the educational program by utilizing those resources of the community which cannot be brought into the classroom. Field trips simply as a reward for good behavior or for diversion are not permissible or affordable.
- Field trip permission forms will be sent home prior to the field trip giving the date and times, the place to be visited, the mode of transportation, and the cost if any.
- Parents are to sign and return this form, thus giving parental consent for their child's participation in the field trip. No student may go on a trip without the signed consent of a parent or guardian. **Verbal consent over the phone cannot be accepted.**
- Field trips are an integral part of our curriculum; therefore, no student should be prevented from taking part without a serious reason.
- The formal school uniform is usually worn. Other clothing is permitted for certain trips at the discretion of the principal; this will be indicated on the permission form.
- Buses, with legal amount of insurance, are the normal mode of transportation.
- If parents are to drive students to a trip location (on rare occasions), drivers must submit a copy of their valid driver's license and current insurance. They must be 25 years of age or older, with a good driving record. Drivers are expected to follow the directions of the supervising teacher. Drivers must drive directly to and from the field trip location without making unscheduled stops while students are in the car. Automobiles must have a working seat belt for each student. **Parents may not send friends or relatives to serve as drivers in their place. The driver is liable for any car accident while driving students.**
- Siblings or other children not enrolled in the school are not permitted on field trips.

### **Summer School**

Due to the extended year, St. Joseph School is not providing summer school. However, if St. Joseph School did hold summer school it would do so as demonstrated by need, space and faculty interest. When scheduled, the policies of the Archdiocese of Los Angeles are followed. Notice would be given to families in a timely manner. School policies and procedures would be extended to the summer school program.

## SECTION C: ACADEMICS and CO-CURRICULAR ACTIVITIES

### **Electronic Communication Policy**

All information used in the course of activities for or on behalf of the Roman Catholic Archdiocese of Los Angeles ("Archdiocese") or an archdiocesan school, parish, the seminary, a cemetery, or other archdiocesan department or operating unit ("Location") is an asset of the Archdiocese and/or the Location, as appropriate. Electronic information and communications require particular safeguards and impose unique responsibilities on all users. The Archdiocese maintains a system of information security to protect our proprietary data. Integral parts of this system are the policies, standards and procedures designed for users. All users must adhere to these policies, standards and procedures for the complete system to remain viable.

These policies, standards and procedures apply to all users of technology, whether adult, child or youth, whether they are paid or volunteer staff, clergy or members of religious orders, in the Archdiocese or in any Location.

These policies, standards and procedures include, but are not limited to, maintaining data confidentiality, maintaining the confidentiality of data security controls and passwords, and immediately reporting any suspected or actual security violations. The Archdiocese prohibits the use or alteration of archdiocesan data and/or information technology without proper authorization. All users have an obligation to protect the confidentiality and nondisclosure of proprietary, confidential and privileged data, as well as personally identifiable information.

#### **Definitions:**

*Electronic communications systems* include, but are not limited to, electronic mail, telecommunications systems including telephone, voice mail, and video, facsimile transmissions, stand-alone or networked computers, intranets, the Internet and any other communications systems that may be created in the future.

*Electronic communications devices* include, but are not limited to, regular and mobile telephones (cell phones, smart phones, walkie-talkies), facsimile machines, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods®, media players, Blackberries®, and other wireless equipment that may be created in the future.

*Electronic communications materials* include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, emails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded or otherwise accessed or stored content.

#### **Electronic Communications Systems, Devices and Materials and Users Covered**

- a. All electronic communications systems, devices and materials in the schools, parishes, the seminary, cemeteries, archdiocesan departments or offices, or other archdiocesan operating units (the "Premises").
- b. All electronic communications devices and materials taken from the Premises for use at home or on the road.

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- c. All personal devices and materials brought from home and used on the Premises during regular business hours.
- d. All personal devices and materials, regardless of where they are situated, that are used in such a manner that the Archdiocese and/or the Location may be implicated in their use
- e. All users of electronic communications systems, devices and materials, including, but not limited to, volunteers, clergy and religious, students, employees, staff or contractors associated with the Archdiocese and/or the Location.

### **Ownership and Control of Communications**

All systems, devices and materials located on archdiocesan premises, and all work performed on them, are property of Location and/or the Archdiocese. These systems, devices and materials are to be used primarily to conduct official Location and/or Archdiocese business, not personal business.

With permission from the person in charge of the parish (i.e., pastor, priest administrator or parish life director), principal or other person in charge of the Location, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.

The Archdiocese and the Locations, as applicable, reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on Archdiocese and/or Location systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

### **Guidelines for Email Correspondence and Other Electronic Communications**

- a. All users of Archdiocese and Location communications systems and devices should use care in creating email, text, video, still images, instant or voice mail messages or in any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system, be restored, downloaded, recorded, printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.
- b. Email and other electronic communications are not necessarily secure.
- c. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- d. Postings to "All Employees," "All Parents," "All Seminarians," "All Parishioners" and the like on intranets or the Internet must be approved by the person in charge of the parish (pastor, priest administrator or parish life director), principal or other person in charge of the Location before they are sent out.
- e. Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.
- f. Archdiocese and Location systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are intended to enhance system security; not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the person in

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charge of the parish (pastor, priest administrator or parish life director) principal or other person in charge of the Location.

- g. User IDs and passwords should not be disclosed to unauthorized parties or shared with other employees, students or volunteers. User accounts are intended to be used only by the assigned party.
- h. All information systems that create, store, transmit or otherwise publish data or information must have authentication and authorization systems in place to prevent unauthorized use, access, and modification of data and applications. Systems that transmit or publish approved information that is intended for the general public may allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information.
- i. Any device accessed or used by minors on the Premises must include updated and functioning filters to preclude access to prohibited content. All obscene materials, sexually explicit materials including pornography, and materials that are otherwise harmful to minors or in violation of this electronic communications policy are prohibited and must be blocked. Before allowing minors to access the Internet, a responsible adult must ensure that appropriate content filters are “ON” and functioning.
- j. Content filters for minors may NOT be disabled or turned “OFF” without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the location.
- k. All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with updated or current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge of the location.
- l. Critical information should be copied onto backup storage periodically. Backed up information should be stored in a safe place and be available for recovery in case of a loss of the original information. Depending on the complexity of a Location’s information systems, a detailed disaster recovery plan may need to be developed.
- m. Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.
- n. Information systems hardware should be secured against unauthorized physical access.

### **Prohibited Practices**

Users of Archdiocese and Location electronic communication systems, devices or materials and users of personal devices and materials on the Premises under circumstances when the Archdiocese and/or the

Location may become implicated in the use may not:

- a. Violate any federal, state or local laws or regulations.
- b. Violate any rules of conduct, codes of ethics, safe environment or any educational policies, including but not limited to those that apply to communications or the use of information.
- c. Post or cause to be distributed any personally identifying information about the user or others without permission or review by a responsible adult person, unless required by the user’s job duties or assigned responsibilities. Personal identifying information includes, but is not limited to, names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLs) of social networking sites or blogs.

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- d. Post or distribute any communications, video, music or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
- e. Engage in improper fraternizing or socializing between adults and minors.
- f. Engage in pirating or unauthorized copying, acquisition or distribution of copyrighted materials, music, video or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
- g. Post or send chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages).
- h. Record any telephone, video, or other conversation or communication without the express permission of the other participants to the conversation or communication, except where allowed by law.
- i. Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless required by the duties of the job or assignment.
- j. Upload, download, view or otherwise receive or transmit copyrighted, trademarked, patented, indecent or pornographic material, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. See *Archdiocese of Los Angeles Copyright and Video Screening Policy*.
- k. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files or alter or forward email messages in a manner that misrepresents the original message or a message chain.
- l. Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- m. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible adult.
- n. Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.
- o. Bypass (via proxy servers or other means), defeat or otherwise render inoperative any network security systems, firewalls or content filters.
- p. Allow any minor to access the Internet on Archdiocese or Location communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- q. Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would violate FCC rules or policies.
- r. Access or manipulate services, networks or hardware without express authority.

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### **Consequences of Violations of Electronic Communications Policy**

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

### **Limited Liability:**

The school makes no guarantee that the functions or the services provided by or through the school's computer system will be error-free or without defect. The school will not be responsible for any damage users may suffer, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on the system. The use of any information obtained via this service is at the user's own risk. The school will not be responsible for financial obligations arising through the unauthorized use of the system.

### **Tutoring**

If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources.

Teachers may not be paid for tutoring students assigned to their classes. With prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents.

A school may arrange with independent contractors or entities, who are not teachers or staff at the school to provide tutoring on a fee basis. Independent entities must have appropriate licenses, agreements for use of the premises and insurance.

All tutors and entities must comply with the procedures and policies of the extended school day program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

### **Counseling Policy**

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

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

- Provide advice regarding academic subjects and student progress in school;

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- Give limited guidance to students who present with non-academic personal issues or situations;
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities;
- Provide career counseling through career information centers and plan periodic career days or career sessions during which students meet representatives of different professions;
- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may
- refer a student for specific or additional testing, as appropriate, generally at the parent or guardian's expense.
- Provide high school and college counseling, including providing information to parents and students about high school and college application procedures, entrance exam tests, scholarships and financial aid. Schools may also provide high schools college and university catalogs and information sessions.

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

### **Athletics**

Students in grades 6-8 are eligible for after school sports. These sports may include flag football, volleyball, basketball and softball depending on the availability of coaches and the approval of the principal.

Athletes are expected to maintain a "C" in all academic subjects and a "B" in Effort, Conduct and Homework.

Students who fall below in either category will be put on probation for a pre-determined period. If the grades have not improved at the end of that period, the student will not be eligible to participate in the sport. Teachers will need to consistently check grades in order for this

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directive to be productive. Special circumstances will be discussed between the principal, teacher, athletic director, parent and/or coach.

Hours of practice should not interfere with students' time of study at school or at home. A student may not belong to a school team and an outside team as the requirements of two teams would be too demanding for the well being of the student.

Students who are not picked up at the designated time after practice or a game will be dropped from the team.

The sports program stresses sportsmanship and teamwork, and how to win and lose graciously.

The rules and policies of the Catholic Youth Organization (CYO) Athletic Program will be followed.

### **Christian Service**

Developing an attitude of service is paramount in being a disciple of Jesus. Jesus himself said that he has come to serve not to be served. Christian service is an opportunity to bring Christ to others through our words and deeds. It helps us to be grateful for all of our blessings and focus on the many needs of others. When we serve in the name of Christ, we usually experience the seven-fold gift due to our generous heart.

In order to participate in a service club, students must maintain at least a "B" in conduct, effort and homework. They should not have any "F's" or "D's" in any academic subject area. Students who fall below in either category will be put on probation for a pre-determined period. If the grades have not improved at the end of that period, the student will not be eligible to participate in that club. Special circumstances will be discussed between the principal, teacher, service club moderator, and parent.

The following service clubs may be available to develop this virtue of service depending on time and resources.

**Altar Servers:** Students in grades 5-8 may be altar servers if they are willing to take the responsibility that this privilege entails. The Altar Servers provide a service to both Church and School by serving at the altar on weekdays, Sundays, and at special liturgies. They should strive to be an example through their good effort and conduct and show themselves cooperative and zealous in their duties. A schedule of serving times and dates is set up at the beginning of each month by a staff member and given to each server. (Serving at the Friday school Mass does not count for service points.)

**Lectors:** Students have the privilege of participating in a more active manner in the Eucharistic liturgy by proclaiming the Word of God. In order to develop our student's confidence to speak publicly, all 6, 7, and 8 graders will be scheduled to lector at school and Sunday Masses. It will help them to read slowly and articulate clearly.

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**Mission Drives:** All students participate in contributing to the missions through the Holy Childhood Association on a regular basis in a voluntary manner. In addition to the regular mission drive, we hold special drives at Thanksgiving and Christmas to help the needy of our parish and Archdiocese. This formation in generosity and contributing to those in need is very important for our students.

**Marian Helpers (Gr. 4 - 8):** Responsibilities consist of performing acts of service for the school under the direction of a faculty member. These duties include helping the teachers in their classrooms such as cleaning or clerical duties, dusting and vacuuming in the convent chapel, dusting and cleaning in the faculty room, running errands, etc. The students also learn about devotion to our Blessed Mother through prayer and activities.

**Play Leaders (Gr. 4 - 8):** These students assist the play activity of students in grades Transitional Kindergarten through Third during recess and lunch playtime along with the regular adult supervisors. They must work closely with the teachers and students to foster good sportsmanship as well as help guide the younger students in relationships with their peers.

**Safety (Gr. 6 - 8):** These students have the specific duty and responsibility of setting out and removing the traffic cones in the yard in the morning, after lunch and after dismissal. They also assist the faculty at dismissal by assisting students into their vehicles. Adequate knowledge of safety rules is of primary importance for the Safety Patrol officers.

**Choir (Ages 6-15 and Gr. 4 - 8):** Beginning in the Fall of 2014, there will be a children's choir for children ages 6-15. The choir sings at Sunday Mass.

Another choir will be offered for students in Grades 4-8. They will sing at school weekly liturgies. They may also be asked to sing for special occasions, for example, First Communion, Graduation, etc.

The purpose of both choirs is to enhance school events, such as liturgies, assemblies, and rallies by leading the singing. Practices are usually held once a week. For Honor Roll, students must participate in both choirs.

**Ecology (Gr. 5 – 8):** Committee members help supervise and maintain a clean campus. They maintain the re-cycling efforts of the school and make sure the plants are watered. The ecology club builds pride in the school and teaches all students how to work together.

### Leadership

God gives different gifts and talents to others. To some He gives the natural ability to lead which needs to be developed. At St. Joseph, we encourage our students to develop their leadership skills by providing the following opportunities.

**Student Council:** The Student Council consists of Student Body Officers and Class Officers from Grades 4 through 8. The Student Body Officers are President, Vice-President, Secretary, and Treasurer. They are elected in the Spring of the previous year. Those running for Study

## SECTION C: ACADEMICS and CO-CURRICULAR ACTIVITIES

Body Offices must complete the application process. This process includes an application, interview, speech, etc. Class officers are elected in the Fall of the year. Class officers consist of President, Vice-President, Secretary and Treasurer. They are elected by their classmates with the approval of their classroom teacher and principal.

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

**Commissioners:** Commissioners are appointed by the principal in consultation with the Service Club Moderator and faculty. These service club members are responsible for assisting the moderator. They may help with making and posting schedules, taking attendance at meetings and events, making necessary flyers and notices, etc. Commissioners are chosen because of their exceptional dependability, reliability, trustworthiness and conscientiousness.

### **Parent's Authorization for Publications and Student Work / Pictures**

See Appendix B: Parental Release for Child – Non-Commercial  
Fillable .pdf available at [http://school.policy.la-archdiocese.org/Resources/Chapter\\_X/parental\\_release\\_for\\_child\\_non\\_comm/?i=883](http://school.policy.la-archdiocese.org/Resources/Chapter_X/parental_release_for_child_non_comm/?i=883)

### **Parent's Authorization for Publications and Student Work / Pictures for Carmelite Sisters**

See Appendix